

Adult Programming/Outreach Librarian

Typical Responsibilities of Position

Under supervision of Library Director, performs all duties and responsibilities of a Library Assistant, in addition to planning, organizing, and implementing programming for adults and community outreach events. Also helps maintain library website and social media.

Duties/Examples of Work

(See also: Library Assistant Job Description)

1. Provides services in a timely, sensitive, and confidential manner, consistent with a high level of customer service.
2. Responsible for adult and community outreach programming, planning, and execution.
3. Collects and reports statistics and stories around adult programming/outreach efforts.
4. Member of the programming team: helps other programming staff brainstorm, plan, and put on a wide variety of programs for adults, children, and families.
5. Ability to work well with all kinds of people, from a wide range of ages and interests.
6. Participate in marketing efforts around all library programming, with emphasis on collecting, collating, and maintaining website and social media content and promotional materials for library events.
7. Provides presentations to community groups on library services and programs. Represents the library via outreach and as a community liaison.
8. Assists in seeking partnerships with area agencies, businesses, and organizations through active involvement and marketing of the library.
9. Assists patrons with computer, tablet, and other technologies.
10. Keeps current through professional development and literature to evaluate trends and innovations in library services. Interacts with colleagues in similar positions at other libraries.
11. Performs routine library services including those of the Library Assistant when needed.

Minimum Training and Experience Required

1. Education beyond high school *or* two or more years of experience working with adults in various environments. A college degree is preferred but not required.
2. Experience presenting programs and managing programming budgets, including experience directing and speaking to large groups.
3. Computer skills including database searching, social networking, familiarity with Microsoft Office programs, and basic computer troubleshooting.
4. Working knowledge of automated library circulation systems and online databases.
5. Knowledge and support of the principles of intellectual freedom.

Knowledge and Abilities

1. Knowledge of recreational and educational needs of adults, young adults, and children along with the knowledge of community interests, trends, and resources, and ability to use this information to determine library programming and service needs.
2. Ability to provide outstanding service to patrons and staff alike.
3. Strong written and verbal communication skills.
4. Ability to maintain confidentiality of library patron information.
5. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required. Ability to work within budgetary constraints.
6. Knowledge of, abides by, and enforces all library policies.

7. Ability to effectively present information and respond to questions from patrons.
8. Ability to use computer software, manage computerized files, perform effective database searches, and function in a web-based environment.
9. Excellent interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.
10. Attention to detail.
11. Ability to complete tasks in assigned timeframe.
12. Willingness to work a variety of hours including evenings and weekends.
13. Ability to travel to meetings, trainings, and events outside the library.

Environmental/Working Conditions

1. Ability to work 15 hours per week
2. Flexible work hours; frequent evening and weekend hours.
3. Mainly an inside work environment, though outreach programs may include exposure to outdoor elements.

Physical Demands of the Position

1. Ability to operate and troubleshoot a variety of office and library equipment including personal computers, tablets, photocopier, telephone, scanners, a variety of printers and other office machines, video and audio equipment, and microfilm reader.
2. Ability to stoop, kneel, crouch, climb, and balance in order to provide program activities and other essential functions.
3. Additional physical demands:
 - a. Finger work: keyboarding, writing, filing, sorting, and shelving
 - b. Handling: processing, picking up, and shelving materials
 - c. Lifting and carrying: 50 pounds or less
 - d. Mobility: travel to meetings, trainings, and events outside the library.
 - e. Pushing and pulling: objects weighing 300-400 pounds on wheels
 - f. Talking and hearing: use of the telephone and computers
 - g. Vision: Far vision at 20 feet or further; near vision at 20 inches or less

Reasonable accommodations may be made to enable individuals with disabilities to perform this job.

Mental Requirements

1. Ability to prepare a variety of documents including bibliographies, statistical reports, correspondence and public relations announcements using prescribed format conforming to standard rules of punctuation, grammar, diction, and style.
2. Ability to record and deliver information, explain procedures, and follow instructions.
3. Ability to communicate effectively with Library Director, library users, volunteers, library and City staff, representatives of other libraries, the media, groups of people, and the general public verbally and in writing.
4. Ability to work with others in a team-oriented environment.