

JOB DESCRIPTION
ANDERSON PUBLIC LIBRARY

Job Title: Community Outreach Librarian
Department: Programming & Marketing, Main Library
Job Grade: 326/Non-Exempt
Certification Level: LC3 or higher
Reports to: Program & Marketing Manager
Revised: May 2022

Job Summary: The Community Outreach Librarian position provides support for Library initiatives focused on expanding the library's community reach and supporting underserved populations in the Library's serving districts. This position proactively engages with individuals and organizations to ensure that services and materials are reaching current and new audiences, as well as meeting community needs. This position assists the Program & Marketing Manager with promotional efforts and publicity, as well as facilitating outreach programs and attending community events.

Job Education and Experience:

1. Master of Library Science degree from ALA-accredited school
2. Certification from Indiana State Library
3. Three years of public library work experience performing community outreach and programming, building and maintaining community relationships
4. Experience engaging diverse audiences of all ages

Job Knowledge, Skills, and Abilities:

1. Excellent interpersonal skills, with proven ability to serve the public with friendliness, tact, and diplomacy
2. Ability to establish and maintain effective working relationships with staff, customers, children, and community organizations.
3. Excellent oral communication skills, with public speaking/presentation skills
4. Ability to create, plan, coordinate, and facilitate programs and large events
5. Knowledge of current and popular books, authors, websites, and general interests; knowledge of library print, digital, and computer reference resources.
6. Comprehensive understanding of current trends in emerging technologies, issues, and research as they relate children's services in public libraries.
7. Must exhibit effective communication skills, interpersonal skills, and flexibility when collaborating with other library staff, and when working with vendors, distributors, and the public.
8. Excellent planning, organizational and problem-solving skills.
9. Ability to work independently and effectively prioritize work tasks without direct supervision.
10. The ability to work collaboratively across the organization to improve library service delivery to the public.
11. Demonstrated ability to work well under pressure and to meet deadlines.
12. Must have the ability to learn and become proficient in functions required to perform job duties, working effectively independently or as part of a team to complete tasks as assigned.
13. Proficiency using a personal computer system and email, Internet, Microsoft Office programs, Integrated Library System (ILS), and familiarity with online ordering tools is preferred. Must

- be able to learn and become proficient with equipment and software programs as required to effectively and efficiently perform assigned duties.
14. Ability to perform clerical work and recordkeeping with accuracy.
 15. Ability to work a flexible schedule, including nights and weekends.
 16. Valid driver's license and safe driving record for purposes of driving library and/or personal vehicle to programming sites.
 17. Satisfactory criminal history background check.
 18. Strong analytical, negotiating, and problem-solving skills.
 19. Ability to maintain the confidentiality of sensitive information.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires frequent operation of computer equipment, with frequent in-person and phone contact with customers and library staff. While performing duties of this job, the employee is occasionally (less than 1/3 of work time) required to work near equipment with moving mechanical parts, such as paper shredders and book carts. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision requirements for this position include close vision and the ability to adjust focus. While performing duties of this job, the employee is regularly (over 2/3 of work time) required to: use hands to finger, handle, or feel; and talk or hear. The employee must frequently sit (1/3 to 2/3 of work time). Occasionally (less than 1/3 of work time), the employee must: stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. While performing duties of this job, the employee must frequently (1/3 to 2/3 of work time) exert up to 25 pounds of force to lift or move objects and must occasionally (less than 1/3 of work time) exert up to 50 pounds of force to lift or move objects.

Equipment Used:

1. Personal computer system with peripherals, printer, and barcode scanner
2. Laptop computer
3. iPads
4. Multi-line phone system
5. Copier
6. LCD projection unit
7. DVD player
8. Ellison machine

9. Lamination machine
10. Weather radio
11. Two-way radio
12. Tiered rolling book carts
13. Step ladder
14. Library vehicle

Essential Job Duties:

1. Delivers library services to underserved and unreached areas of the community and works to expand the library's reach in the community
2. Assists the Program & Marketing Manager with coordinating outreach opportunities with community organizations and businesses, attends community events and programs to share the vision of the library and promote library services and programs
3. Assists the Program & Marketing Manager with creating and distributing library materials and promotional items to the community
4. Aids in the development and implementation of outreach programs at the Library and in the community for diverse audiences; focus on reaching new audiences
5. Aids in building and maintaining collaborative relationships and has a passion for engaging the community with a positive and enthusiastic approach to working with multiple stakeholders
6. Provides outreach programming that is inclusive and accessible, and participates in event planning for a diverse population; visits apartment complexes, nursing homes, and other assisted living facilities to provide library programming, materials, and services
7. Coordinates Homebound Delivery services
8. Serves customers at the Information Services Desk by providing reference assistance and reader's advisory, locating materials and other resources, and assisting customers in using the library catalog, computers, and other public equipment
9. Participates in a variety of community activities and public speaking opportunities as assigned; provides positive image of library
10. Responds to collection requests from customers and staff.
11. Demonstrates a professional, positive, cooperative, team-oriented working relationship with staff, coworkers, and volunteers.
12. Complies with the library's Employee Handbook, Code of Ethics, Internal Control Manual, and all policies and procedures.
13. Maintains reliable attendance; reports to work as scheduled and clocks in and out on time
14. Assists in keeping safe, orderly, and neat environments in public service and staff areas
15. Actively participates as a member of the Outreach Team
16. Attends conferences, workshops, and training relevant to professional development and responsibilities to earn LEU's to maintain appropriate certification
17. Performs other tasks and special projects assigned by manager

Other Duties:

1. Helps orient and train new staff members
2. May serve on library work committees
3. May fill in at public service desks

I certify that I have read and understand the job description for my position.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____