

**Position Title: Outreach Librarian**

**Distinguishing Features of the Class:** The Outreach Librarian supports the library's mission by assisting patrons in the access and use of library materials and services, providing library services to library patrons both inside and outside the library building and assisting other library staff with a variety of library tasks as needed. The Outreach Librarian is responsible for servicing the library's outreach program and for recruiting new patrons interested in the outreach services. The Outreach Librarian also assists in developing the outreach program to better serve the identified needs of the outreach patrons and is responsible for the safe operation and appropriate maintenance of the outreach vehicle.

**Immediate Supervisor:** Director

**Salary Range:** \$32,000-\$35,000

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Organization-Wide Expectations:

- Follows established Library and personnel policies, procedures, and work standards
- Provides exceptional customer service assisting library patrons, staff, and volunteers pleasantly and professionally
- Maintains confidentiality of sensitive information
- Presents the Library and its services in a positive manner
- Regularly monitors library communication venues, including but not limited to employee email, staff bulletin boards, and social media.
- Assists in the use, maintenance, and security of Library building, property, and equipment
- Uses the library's automated system to check materials in/out, process holds and interlibrary loans, register new cardholders, collect fines/fees, answer inquiries, etc.
- Performs data entry tasks, including entering library database updates
- Shelves library materials and keeps the shelves neat and orderly
- Rearranges or shifts books or materials as needed
- Assists in keeping the library neat and orderly
- Assists in opening and closing routines
- Assists in the physical processing and maintenance of library materials
- Assists with library displays, including maintaining display areas
- Assists with programs, including set up and take down

- Assists customers in the use of technology available in the library, including basic troubleshooting of microfilm, photocopier, and computer problems
- Provides inquiry, reference, and reader's advisory assistance to patrons in person, on the telephone, and/or electronically, including Library social media and email accounts, using print and digital resources
- Performs related work as required and assigned for the efficient and effective operation of the library.

**Library Job-Specific Expectations:**

- Works with outreach patrons to promote library services
- Serves as a representative of the library with the outreach vehicle at events and activities.
- Plans community/individual book stops and book deliveries.
- Compiles and tracks statistics on library outreach usage.
- Interprets the library's mission, policies, and procedures in a customer-responsive manner
- Assists patrons in the use of library materials and services, including reference and reader's advisory services in-house, at outreach stops and by phone and computer
- Informs patrons of library policies and enforces the policies
- Safely operates the bookmobile over public roads and city streets in daylight hours in non-icy driving conditions
- Keeps the inside and outside of the outreach vehicle clean at all times

**QUALIFICATIONS**

**Education and/or Experience:**

- Bachelor's Degree in a related field preferred.
- Relevant work experience in a public library or public service setting.
- High level of comfort with standard office software, including Microsoft Office products, email, and internet usage
- Valid Kentucky driver's license with a clean record.

**Other Requirements:**

- Interpersonal skills to tactfully and effectively interact with the public and coworkers in a positive and professional manner
- Effective verbal and written communication skills
- Ability to work independently
- Ability to adhere to prescribed routines

- Self-motivated with ability to work independently or with others in a busy environment
- Must be able to meet and maintain Kentucky Department for Libraries and Archives certification requirements
- Personal transportation that can be used for business travel may be required

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand for extended periods. Movement throughout the facility locating/retrieving materials and assisting users. Manual dexterity to manipulate library materials required. Ability to communicate effectively, both orally and in writing. Reaching above shoulder heights, below the waist, or lifting as required to file documents or store materials throughout the workday. Ability to do repetitive tasks with speed and accuracy. Employees may need to carry, push, pull or lift up to 30 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds) carts. Visual acuity sufficient to read primarily typed or printed text in a variety of font sizes and styles.

**Working Environment:** Often exposed to outside weather conditions. Work may be performed in a variety of settings and locations. Possible exposure to dust and other allergens.

**Work Schedule:** This position is full-time Monday-Friday.

**Note:** The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description is not an employment contract and is subject to change as the needs of the library and requirements of the job change