

ORGANIZATION:	City of Canby	DATE:	January 2019
DEPARTMENT:	Canby Public Library	UNION:	AFSCME Represented
CLASSIFICATION:	Librarian	FLSA STATUS:	Non-Exempt
TITLE:	Librarian – Outreach Services		

PURPOSE OF POSITION: The Outreach Librarian provides information about library services, training, initiatives, and programs to populations that may not be reached by traditional marketing channels. Lead development and implementation of strategies and programs for maximizing the reach of library services, specifically to under-served populations. Perform a variety of professional level tasks relative to the assigned area of responsibility within the library. Activities include selecting, cataloging, and maintaining various collections, developing and conducting special programs, providing professional level reference services, conducting library outreach, and maintaining consistent public computer access. May oversee and have lead worker responsibility over the work of volunteers and other paid staff.

ESSENTIAL JOB FUNCTIONS:

Conduct and engage in community outreach activities on behalf of the library. Identify groups which may benefit from library services and programs. Develop strategies for reaching these groups to encourage library use, reading, education, etc.

Develop training and resource materials and programs for the community that promote library services, messages and/or initiatives.

Develop partnerships with groups to reach library goals. Attend local community events and gatherings to promote library services. Conduct presentations as a library representative to community groups, at public meetings, and at other library outreach events. Speak to neighborhood associations, citizen groups, and other business and civic organizations to promote library services.

Promote interest in library programs through written publicity. Assist with public relations and promotional materials for the library, including website and social medial posts. Design newsletters, news releases, brochures, flyers, and other written materials to support and promote library services.

Staff the circulation area, which includes checking library materials out and in; collecting fines/fees; answering telephone; and issuing library cards/forms/applications, reviewing returned materials for damage; and arranging materials for re-shelving. Act as person in charge and prepare the library for opening and/or closing.

Perform professional library duties such as reader’s advisory, reference services, and training the public in using the library’s resources.

Select, catalog, process, and maintain the library’s collection, utilizing methodology and best practices of professional librarianship.

Plan, prepare and implement programs of interest to library audiences (children, teens, adults, etc.); maintain an active relationship with the educational community, social service agencies and other service organizations focused on serving target populations.

Assist with budgeting, selection and maintenance of materials for the assigned area of responsibility.

Regularly participate in professional development activities, and contribute to the improvement of library services through an ongoing effort to understand emerging best practices within the library profession.

Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results. Represent the City in a positive and professional manner. Advance and protect the interests of the City and its citizens in all matters.

Carry out special assignments, prepare reports and develop recommendations for library director on specific areas of library services.

Use word processing software to create and type routine and non-routine letters, memos and other material from general instructions. May create templates, presentation materials, charts and graphics. Develop and maintain databases for tracking departmental/program information; create reports as needed. Prepare information packets for use within the department.

Perform a variety of routine administrative activities, such as photocopying, mail, faxing, filing, sorting documents, etc. Track, order and maintain office supplies. Initiate and process work orders, purchase orders, etc.

Coordinate materials for distribution. Work with information technology to coordinate department information on City website.

Coordinate and perform other projects, functions, and tasks, as assigned.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner. Support and respect diversity in the workplace.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Requires superb customer services skills. Advanced knowledge of modern library practices and procedures, RFID, word processing and spreadsheet software, administrative practices, research methods, report composition and preparation techniques, etc. Ability to operate general office equipment. Requires in-depth knowledge of and advanced skill at conducting internet/database searches. Requires understanding of library organization and classification systems. Requires excellent social and education skills to convey specialized concepts to patrons, resolve patron needs, train staff, and deliver presentations to groups of people. Requires excellent communication and writing skills for documenting usage of library services, preparing training materials, and preparing information about library services, events and programs. Must have self-awareness, flexibility and the ability to welcome and embrace the diversity of people who come to the library, whether staff or patrons.

MLS or MLIS Masters of Library Science from an ALA-accredited college or university and at least two years of professional librarian experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Must demonstrate ability to alphabetize and understand the Dewey Classification System.

SPECIAL REQUIREMENTS/LICENSES: Must be able to communicate effectively and efficiently, with a demonstrated proficiency in speaking and writing English.

DESIRABLE REQUIREMENTS: Prior experience in a library environment. Knowledge of municipal government functional areas and specific word processing software utilized within the department. Fluency in Spanish is desirable.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Four hour shifts at the customer service desk require standing or walking most of the time.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

WORKING CONDITIONS: Usual library working conditions. The noise level in the work area is typical of most public library environments with telephones, personal interruptions, and background noises. May be required to work evenings or weekends to support library hours, programs and speaking events.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and other personnel on site policies and practices. May serve as lead worker in the absence of the Library Director and or over subordinate staff and volunteers.

SUPERVISION RECEIVED: Works under the general supervision of the Library Director.