

## Job Description

Title: Programming &amp; Outreach Librarian

Position Overview:

The Programming & Outreach Librarian's primary responsibilities are to plan, access, and promote library services, supervise library personnel with programming and outreach, and select and maintain library collections as assigned, as well as assist patrons in using library services and facilities. This position is exempt.

Primary Responsibilities and Duties:

- Receives oral or written instructions from the Library Director.
- Responsible for all aspects of library programming, including Adult, Teen, and Children, and recommends goals and objectives for same.
- Develop, plan, and conduct programs for all ages.
- Administer the approved programming budget.
- Participates in the development, selection, and maintenance of circulating and online database collections as assigned.
- Supervise in the booking and installation of art galleries and displays.
- Provide readers' advisory and reference services at all services desks.
- Work and supervise all staff in providing programming and outreach assistance.
- Participates in development of operating policies and procedures; evaluates and recommends changes for same.
- Trains, supervises, and evaluates all support staff in Programming and Outreach Services.
- Prepares and maintains schedules for all staff assigned to programming and outreach.
- Assist in the development and maintenance of the library website and other social media sites.
- Coordinates and implements programming for the public and staff.
- Oversees collection and maintenance of statistical data for Programming, Outreach, and Galleries.
- Work with local business to increase support from library.
- Work collaboratively with management team, including Reference and Technology Librarian.
- Works with library administration to seek supplementary funding to enhance library services, including state, federal and private grants.

Additional Responsibilities:

- Prepares reports and provides annual budget recommendations to the Library Director.
- Participates in professional organizations to remain current in the field.
- Maintains collaborative relationships with community groups and schools.
- Schedules library programs with outside groups.
- Develops and oversees scheduling and promotion of library exhibits and displays.
- Attends meetings and workshops as appropriate.
- Participate in evaluating staff, disciplinary actions, and hiring of staff.
- Other duties as assigned.

Supervision Received:

Receives supervision from Library Director.

Supervision Exercised:

Supervises all staff with programming, outreach, and communications, and tasks as assigned.

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Required Knowledge, Skills, and Abilities:

- Thorough knowledge of programming, outreach, project planning, and public library services for the general public.
- Strong oral and written communication skills.
- Communicates courteously, enthusiastically, and effectively with the public and with other staff members.
- Broad and current knowledge and appreciation of literature, audio-visual materials, and electronic and digital resources for the general public.
- Working knowledge of book and audio-visual reviewing media.
- Ability to respond in an effective manner to the community's reading, informational, and educational needs.
- Ability to represent the library at outside meetings.
- Understands, interprets, and enforces library rules and regulations.
- Ability to work independently.

Minimum Qualifications:

A Master's degree in Library Science from an ALA accredited college or university, with a minimum of two years' relevant experience in programming and outreach services are required. Working knowledge of automated integrated library systems, online searching, and digital resources are required. Administrative, supervisory, planning, and public library experience are highly desirable.

Physical Requirements:

Work in a library environment; sustained posture in a standing or seated position for prolonged periods of time; perform lifting, crouching and pushing; may travel to other locations.

Accommodations:

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.