

OUTREACH LIBRARIAN

JOB DESCRIPTION

1. Develop outreach activities to promote library programming, resources and services. Promote new and existing library resources and services in person and through print, web and other media.
2. Serve as a liaison to community organizations. Develop and sustain viable community partnerships.
3. Work with staff in planning and implementing special projects involving patron service and outreach.
4. Deliver books to the homebound.
5. Offer staff training in outreach areas of expertise.
6. Develop and coordinate programs.
7. Assist patrons with library needs. Provide quick reference, detailed research and reader's advisory assistance. Explain policies and procedures to the public. Work public service desk.
8. Other duties as assigned.

JOB REQUIREMENTS

- Be physically able to perform the essential functions of the job with or without reasonable accommodation
- Knowledge of a variety of hardware and software as well as Internet services
- Ability to use computers and to utilize computer databases
- Effective written and oral communication skills
- Comfort with presenting to groups and teaching classes
- Ability to establish and maintain effective working relationships with co-workers, staff of other libraries, and the public
- Ability to conduct oneself with tact and courtesy

Physical Activity Requirements

Primary Physical Requirements:

LIFT up to 10 lbs: Frequently LIFT 11 to 25 lbs: Occasionally

LIFT 26 to 50 lbs: Rarely LIFT over 50 lbs: Not required

CARRY up to 10 lbs: Frequently CARRY 11 to 25 lbs: Occasionally

CARRY 26 to 50 lbs: Rarely CARRY over 50 lbs: Not required

REACH above shoulder height: Frequently REACH at shoulder height: Frequently

REACH below shoulder height: Frequently PUSH / PULL: Frequently

Hand Manipulation:

GRASPING: frequently HANDLING: frequently

TORQUING: Rarely FINGERING: frequently

Other Physical Considerations/Requirements:

Twisting: Rarely Bending: Frequently Crawling: Rarely

Squatting: Frequently Kneeling: Frequently Crouching: Frequently

Climbing: Occasionally Balancing: Frequently

Equipment Used: Computers, printers and other peripherals, LCD projectors and miscellaneous audio- visual and office equipment, circulation systems, small hand tools, die cut machine, cash register, calculators and security system.

Work Surfaces: Include carpeting, tile, linoleum, concrete, pavement and grass.

Standard desks, tables and chairs.

During an 8 hour day, employee is required to:

Consecutive Hours Total Hours

Sit: varies widely 0 to 4

Stand: varies widely 0 to 6

Walk: varies widely 0 to 6

Cognitive and Sensory Requirements:

TALKING: Necessary for communicating with others.

HEARING: Necessary for understanding patrons and staff.

SIGHT: Necessary for doing job effectively and correctly.

TASTING & SMELLING: Smelling required to detect odors such as smoke or mildew.

FUNCTIONAL LITERACY: Required to understand written materials.

Summary of Occupational Exposures:

Office equipment including copy machines and printer supplies; craft supplies including die- cut machine.

Other Considerations and Requirements:

Job requires frequent walking, standing, stooping, and stair climbing. Good alpha- numeric skills necessary. Ability to listen, understand and interpret patron requests and questions critical. Employee should be able to work under pressure caused by high level of patron activity. Creativity and a sense of humor preferred. Valid driver's license a plus.