



**INKSTER PUBLIC LIBRARY
JOB DESCRIPTION
OUTREACH COMMUNITY SERVICES LIBRARIAN**

JOB SUMMARY

Under general supervision of the Library Director, the Outreach Community Services Librarian is responsible for developing, planning, promoting, and directing programs and events for a community of diverse population; will act as a liaison between the library, the community, and external community organizations. In addition, this person is responsible for assisting the Library Director with his/her duties when needed. The Outreach Librarian is an at-will position.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for Outreach Community Services Librarian position, but are **not** intended to reflect all duties performed within the job.

- Assist the community with using library resources.
- Promote library brand and value of the library to the community.
- Work collaboratively with other staff members of the library to generate program ideas that appeal to the community.
- Plan, coordinate, develop, and publicize library activities.
- Prepare annual department budget and maintain statistical records of library use and program attendance.
- Maintain a pleasant, inviting environment.
- Maintain the library website and manage traditional and social media to promote library activities.
- Establish joint partnerships between the library, city, schools, and organizations within and outside of the community.
- Other duties as assigned by the library Director.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of current trends in library services to children and adults of varied backgrounds.
- Ability to enhance the customer experience through exceptional customer service.
- Understand a wide variety of software and computer peripherals.
- Excellent written and verbal communication skills.
- Knowledge of the methods, practices and techniques of marketing and community relations.
- Familiarity and skilled-in social media platforms.

- Self-motivated and able to exercise initiative and independent judgement.
- Confidence in public speaking and representing the library.
- Ability to work with attention to detail.
- Must be able to handle cash and keep accurate records.
- Knowledge of automated library systems.
- Supervise and work with all members of library staff.

EDUCATION AND EXPERIENCE REQUIREMENTS

Master's degree in Library and Information Science from an accredited program by the American Library Association.

At least two years employment in a public library preferred.

Eligible for or possession of an appropriate valid professional librarian certification and eligible for or possession of a Level 2 State Library Certificate.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Environment: Library environment, extensive public contact.

Mobility: Incumbents require sufficient mobility to work in library setting, operate office equipment, able to lift, push or pull at least 20 lbs. Physical demands: stooping, kneeling, crouching, and reaching overhead and horizontally.

Vision: Vision sufficient to read small print, computer screens, and other printed documents.

STATUS, SALARY, AND HOURS

Status: Part-time, Non-exempt

Salary: Starting at \$16 per hour

Hours: Based on expectation of up to 24 hours per week. Actual hours may vary depending on needs of the position. Hours may include Saturdays and evenings.

Benefits: There are no benefits for this position.