

City of Hailey
POSITION DESCRIPTION

JOB TITLE: Outreach Services Specialist	AVERAGE HOURS PER WEEK: 40
CLASSIFICATION: Full Time	Pay Grade: X
SUPERVISOR: Director	Last Updated: May 2018

GENERAL STATEMENT OF DUTIES

The primary function of an employee in this class is to perform professional duties for outreach services. Duties include planning and presenting community education and outreach, planning and executing special events, exhibits, presentations and lectures; planning, developing and conducting programs. This employee utilizes the materials and resources available at the Hailey Public Library, the Lynx Consortium, the Idaho State Library System, the larger library community and the community served by the library. The Outreach Services Specialist reports to the Library Director, but independent judgment and initiative are essential to the effective performance of this position. The principal duties of the position are performed in library and public environments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans special interest exhibits, presentations, and lectures, especially those that promote library use, and coordinates those programs with other library services;
- Coordinates with outside agencies to garner a wide variety of programs;
- Markets programs, library services, and databases;
- Provides outreach to Hailey businesses, underserved populations, and explores other opportunities for outreach.
- Maintains active working relationships and builds partnerships with the educational community, social science agencies, local businesses, and other libraries in the consortium;
- Represents the library at local groups focused on providing programming;
- Researches and suggests library services that meet the needs of patrons;
- Works closely with Youth and Adult Services in planning community-wide events;
- Maintains professional knowledge of trends in library services and library programs, and self-evaluates programs for continuous improvement;
- Reports program participation statistics to Director; actively seeks to improve participation
- Develops an annual budget for programs under the direction of the Director;
- Develops recommendations for Director on specific areas of library service;
- In cooperation with the Director, plans, promotes, and implements programs to benefit the reading enjoyment and education of patrons;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.
- Assist the Library Director in long range departmental planning and program development with emphasis on representing and supporting adult services.
- Assist staff in providing support and help for the ongoing programs.
- Participate in professional library organizations on the state and regional level and assist with presentations and information sharing.
- Also assists Public Services department on a regular basis.
- Actively strives to improve knowledge of library industry and profession.
- All other duties as assigned.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Skills:

- Organize event and personal schedule in a shared online calendar;
- Accurate cash handling;
- Willingness and ability to communicate via email, written or verbal means

Knowledge of:

- Library principles, objectives, methods, materials, and practices;
- Event planning;
- Partnership practices of libraries;
- Public relations and communication methods via presentations, written media, and social media;
- Current trends in library programming and innovation;
- Library policies and procedures for Hailey Public Library
- Customer service techniques and objectives;
- Library circulation operations, including automated circulation and public access catalog systems;
- Current trends in library technology and innovations;
- Operation of standard office equipment, a personal computer and job-related software

Ability to:

- Communicate effectively both orally and in writing.
- Identify community needs and desires.
- Organize community wide events.
- Present a professional appearance to the community.
- Produce short- and long-term development and operation plans and programs for library service;
- Be creative with available funding;
- Handle conflict resolution;
- Troubleshoot computers for staff and public;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Establish and maintain effective communication and working relationship with co-workers, other City employees, and the general public;
- Utilize the materials, staff, and resources available at the Hailey Public Library, the Lynx Consortium, the Idaho State Library System, the larger library community and the community served by the library;
- Operate a computer system used for circulating books and library materials;
- Operate standard office equipment;
- Operate a computer using program applications appropriate to assigned duties;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Work a flexible schedule including Saturdays and evenings;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Work independently and as a team member.

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ACCEPTABLE EDUCATION AND EXPERIENCE
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- Bachelor's degree in library science, education, or a related field is required; and
- Completed or near-completion of Master's degree in Library Science or related field is preferred; and
- At least Two (2) years general library experience is preferred; and
- A valid Idaho Driver's License; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

ESSENTIAL PHYSICAL ABILITIES

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person, and to hear sounds within the normal range of conversation;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and sort and catalog a variety of books, written documents, and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, computer equipment, and other specialized library equipment;
- Sufficient personal mobility, flexibility, stamina, and agility, with or without reasonable accommodation, which permits the employee to lift and move up to 35 pounds, stand or sit for extended periods of time, maneuver heavy book carts, and to work in a library environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.

Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have been given a copy of my job description and have reviewed it and have had any questions about my job description answered to my satisfaction.

Print Name

Date

Signature