



Job Title: Outreach Services Librarian

Reports to: Assistant Library Director

Job Description: The Outreach Services Librarian is responsible for overseeing the functions of the Outreach Department, which serves to provide library services and programs to residents who are unable to use library services through traditional means. As the Outreach department manager, the Outreach Services Librarian has oversight of Bookmobile and Homebound services, their employees, and corresponding budgets. In collaboration with other Library departments, this position coordinates off-site programming and special community projects or events that require use of the Library's outreach vehicles. As part of the Outreach staff, the Outreach Services Librarian is responsible for serving the informational, reference, and reading needs of library patrons of all ages, wherever the need exists.

Responsibilities include, but are not limited to:

- Seek to instill a love of reading and a confidence in the resources offered by the Library to every patron served, with special focus on those patrons for whom barriers to traditional library services may exist, such as at-risk children, adults with cognitive or developmental disabilities, persons for whom English is a second language, or persons living in group settings for whom transportation may be unavailable
- Manage the Outreach staff, including hiring, training, monitoring, supporting, and reviewing in accordance with library standards and procedures
- Represent the Outreach Department as part of the Library management team by effectively communicating and advocating for the needs of the department and the outreach staff
- Serve as the face of the department in the community by addressing community groups about the services Outreach offers; act as a Library representative in community activities, including meetings, festivals, or special events, where the Library is a participant, contributor, or partner
- Monitor programs and services for quality and efficiency; assess community needs for additional outreach programs and services
- Identify budget needs of the department, preparing budget requests, effectively communicating budget needs to library administration
- Continually manage and review the Outreach print and AV collections to serve the ever-changing needs of patrons served by Outreach Services
- Maintain maintenance records and service appointments for Outreach vehicles
- Drive the Bookmobile or the Outreach Van to locations throughout the County on a pre-determined schedule

- For the purpose of assisting patrons, utilize the technology resources available through the Bookmobile and its connection to the Library and the Internet
- Work cooperatively with other departments in providing services to patrons served through Outreach
- Maintain statistics for monthly and annual reports

Additional Information: Full time position (40 hours weekly); requires day, evening and weekend hours; requires flexible scheduling in order to meet programming and service goals; requires ability to safely operate a large vehicle; requires meeting Kentucky Library Certification standards; requires ability to push, pull, lift, carry and otherwise move books, AV items, and equipment by hand, cart, and basket; requires ability to climb, bend, reach above one's head, and stand for lengthy periods of time; requires strong computer skill for daily work with library resources and mobile technologies; must complete background check and have valid driver's license with good driving record.

Qualifications (Education, Skills, Training): MLS preferred; combination of education and work experience that provides the necessary skills required; two (2) years of relevant library work experience and an understanding and knowledge of library principles and practices required; supervisory experience required; demonstrated ability to communicate effectively and with respect and cordiality with a widely diverse group of patrons.

Compensation and Benefits: Base salary \$16.82/hour. Benefits include Health insurance; Personal Leave and Holiday Leave; Life insurance; TIAA-CREF retirement after one year of employment; Optional Dental, Vision, Long-Term Disability, and Accident/Critical Illness insurances; Optional Flexible spending Plan for unreimbursed medical expenses.

Deadlines and How to apply: Email cover letter, resume, and three references to jobs@boylepublib.org by close of business on June 3, 2021.

The Boyle County Public Library is an equal opportunity employer and is committed to creating an inclusive environment for all employees.