

# **DISTRICT OUTREACH LIBRARIAN**

## **(Range 121)**

### **DEFINITION**

Performs a variety of professional public service and community outreach work by providing leadership for the planning, coordination, implementation, and evaluation of adult and youth library services throughout the Library District.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Public Services Director.

Exercises direct supervision over assigned staff.

### **ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:**

#### **Essential Functions:**

1. Provides District-wide leadership in the administration, planning, implementation, and evaluation of outreach services and programs.
2. Represents Library District to outside agencies and at community events.
3. Participates on interview panels and selects staff for assigned department.
4. Supervises subordinate staff to include scheduling, disciplining, working with staff to correct deficiencies, and completing performance evaluations.
5. Directs and prioritizes the work of subordinate staff.
6. Administers the training process of subordinate staff.
7. Coordinates the planning of special events and programs in support of outreach services.
8. Collects data and prepares planning documents including goals and objectives for district-wide outreach services; effectively communicates these goals and objectives to staff and community organizations.
9. Coordinates and participates in special events and programs such as "Back to School" fairs, "Career Days", "Parent nights", etc. in support of outreach services.
10. Collects data and prepares planning documents including goals and objectives for district-wide outreach services; effectively communicates these goals and objectives to staff and community organizations.
11. Serves as liaison between the Library District, and various groups and organizations in the community.
12. Provides reference, reader services, and other library services to children, young adult, and/or adult patrons and Library District staff.

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13. Assists patrons in the use of all collections and other library materials using the Library of Congress Classifications and also assists in the use of automated library systems, various indexes, and non-book materials.
14. Maintains knowledge of adult reference, reader services, and the circulating collection.
15. Maintains knowledge of childhood development, early literacy and family literacy practices and current children's literature collections.
16. Assists with collection development activities such as selection of materials reflecting the cultural diversity of community and multi-lingual needs of the community.
17. Assists with the maintenance of the collections.
18. Maintains compliance with Library District, Branch, and Department policies and procedures and explains policies and procedures to patrons and staff.
19. Exercises decision making skills.
20. Interacts extensively over the telephone, in person, and e-mail with patrons, district-wide staff and management, outside agencies, and other libraries.
21. Provides information about district-wide activities, facilities, and services.
22. Assists staff in planning, coordinating, and organizing outreach services and programs.
23. Prepares and conducts programs for children up to 18 years of age.
24. Prepares and conducts programs for adults.
25. Confers with teachers, parents, and community groups to assist in planning, organizing, and implementing of programs and events to promote reading and information literacy, and to encourage greater patronage of the Library District.
26. Prepares and conducts programs for teachers, parents, and other youth groups and organizations.
27. Prepares and presents story-times, classroom visits, and school assemblies for children 0 to 18.
28. Conducts tours of the library for teachers, students, schools, and other interested groups.
29. Utilizes personal computers, automated library systems, the Internet, and on-line tools and resources.
30. Operates library and office equipment including, but not limited to: copy machine, telephone, and facsimile machine.
31. Attends miscellaneous meetings and training sessions at meeting sites throughout

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the district.

32. Maintains a safe environment for both staff and patrons.
33. Assembles and arranges displays of books and other library materials.
34. Maintains and files records and reports appropriate to the assigned department.
35. Operates Library District vehicles as needed.

**Marginal Functions:**

1. Participates in committee work when needed.
2. Assists in other departments as needed.
3. Performs related duties and responsibilities as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Professional public library principles, practices, and techniques.
2. Current literature, trends, and developments in the field of library science to include adult reference, reader services, YPL/Children's Services, and multi-cultural library initiatives.
3. The Library of Congress Classification System.
4. Research techniques.
5. Effective supervisory techniques and practices.
6. The sources and availability of current information.
7. Automated library systems, on-line tools and resources, and the Internet.
8. Library District, Branch, and Department policies and procedures.
9. Library District terminology and functions.
10. Correct English usage, spelling, punctuation, and grammar.

**Ability to:**

1. Supervise and direct the work of subordinate staff.
2. Communicate effectively with community members both verbally and in writing.
3. Maintain effective working relationships with those contacted during the course of work.

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4. Exercise good judgment and make sound decisions.
5. Work quickly and accurately.
6. Work both independently and as part of a team.
7. Accept and manage change and maintain flexibility.
8. Plan and organize work assignments for accurate and efficient results.
9. Understand and follow oral and written instructions.
10. Communicate clearly and concisely, both orally and in writing.
11. Elicit information from adults and children of all ages in order to meet their reference needs.
12. Interpret and explain Library District, Branch, and Department policies and procedures.
13. Maintain the mental capacity for effective interaction and communication with others, especially children and young adults.
14. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
15. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - working with children;
  - operating assigned equipment.

**Skilled in:**

1. Use of automated library systems and general office equipment.
2. Use of personal computers and associated software.

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**QUALIFICATIONS**

**Training and Experience:**

Master's Degree in Library Science from a college or university accredited by the American Library Association required; one (1) year of experience as a professional librarian required, which includes professional experience in an Adult Services Department; professional library experience working in an YPL or Children's Services Department preferred; demonstrated ability to implement strategic library service objectives with measurable outcomes, effectively supervise and motivate subordinate staff, develop and maintain positive relationships with library customers and patrons, vendors, schools, District-wide staff and management required.

**Physical Requirements:**

Essential and marginal functions may require maintaining the physical condition necessary for standing and walking, frequent lifting and carrying objects of light weight (5 - 10 pounds), and lifting and carrying objects of moderate weight (12 - 20 pounds); and lifting, carrying, or moving moderately heavy items (20 - 50 pounds) and occasionally very heavy items (100 pounds or over); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; and utilizing a keyboard, sitting, or standing for extended periods of time.

Tasks require sound perception; visual perception; and oral communications ability.

**Environmental Requirements:**

Tasks are performed with infrequent exposure to adverse environmental conditions.

**License, Certificate, or Special Requirements:**

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

**FLSA: EXEMPT**  
**CBA: SUPERVISOR I**  
**DEVELOPED: DECEMBER 6, 2002**  
**REVISED: MAY 21, 2009**