

**Sedalia Public Library:** Outreach/Adult Services Librarian

**Supervisor:** Director

**Classification:** Full time, 40 hours/week (2080 hours/year); Non-Exempt (hourly)

**Benefit Package:** Basic Health and Life Insurance, MO LAGERS Retirement Plan provided to employees at no cost; Dental and Vision Insurance available to purchase.

**Outreach Responsibilities:**

- Verifies eligibility, enrolls patrons, and maintains patron records
- Selects books & materials that are of interest and meets the needs of patrons
- Is comfortable & flexible with situations that may arise when providing outreach services in a patron's home environment
- Builds rapport and relationships with patrons & is an advocate for patrons, reporting concerns to the Director when necessary
- Delivers materials to patrons' homes/facilities, maintains a regular schedule, checks materials in/out, and shelves returned materials
- Promotes the library in the community, maintains a working relationship with area outreach facilities, and recruits new patrons in an effort to increase participation in the program
- Maintains a monthly statistical report for the Outreach Program & reports that to the Director monthly
- Plans and promotes library services throughout the community in various ways; such as: community events and speaking engagements
- Has a reliable vehicle to make book deliveries
- Can physically lift and transport book deliveries to patrons in the community

**Adult Services Librarian Responsibilities:**

- Plans, promotes and leads recurring programs such as: Adult Book Clubs, Chess Club, and Craft nights; as well as seeking out new programs and events to offer that help meet the library's goals
- Strives to increase the variety of programs offered, the frequency, and to increase participation
- Utilizes program evaluation feedback to aid in planning
- Plans, promotes and organizes a variety of monthly Adult Programming events at a variety of times, including evenings and weekends
- Meets monthly with the Director to discuss monthly programming plan

- Maintains a monthly statistical report for all Adult Services & reports that to the Director monthly
- Manages, promotes, and leads the Excel Adult High School Program
- Assists with working at the circulation desk

### **Collection Responsibilities:**

- Shelves, maintains, weeds, & assists with development of the following collections (Weeding to be completed in winter months in preparation of Spring Book Sale)
  - Large Print
  - Balcony (Science Fiction/Fantasy, Mystery, Western, Spanish)
  - Maintains an accurate inventory of these areas: reports findings to Technical Services Librarian & makes recommendations about replacing missing, lost or damaged materials

### **General:**

- Knows, understands, and communicates library policies and procedures
- Collaborates with the Children's Librarian & Circulation Supervisor regularly about shared programming opportunities, promotion of events, and displays
- Can multi-task, is well organized, and can adapt quickly when plans change unexpectedly
- Updates electronic brochures for library services and maintains this display in the lobby of the library
- Performs special duties as assigned by the Director

### **Professional Responsibilities:**

- Operates from a growth mindset
- Strives to serve all patrons with a customer service attitude
- Actively participates in the overall growth, development of the library, and success in meeting the annual library goals
- Possesses strong communication skills and is comfortable with tasks such as the following:
  - Seeking out program and event speakers
  - Contacting outreach facilities to grow the program
  - Speaking at events or in front of groups of people
  - Leading adult program events
  - Hosting a well-prepared book club
  - Building rapport with patrons of the Outreach program
- Reflects and reports on job responsibilities at staff meetings

- Actively seeks out Professional Development opportunities
- Is self-motivated to increase growth of programs and Outreach services
- Assists with the normal operations of the library in the absence of other employees
- Maintains an updated Substitute job description in case of emergency