

Daviess County Public Library

Job Description

Date Approved: September 2021

Title: Outreach Services (ALS)

Position Summary: This position assists in the provision of library services for the public. Works with staff to design and develop services for children ages 12 and younger to be delivered outside the Library. In addition, this position will work within the Community Engagement department to deliver quality service to customers of all ages.

Hours: Full Time, Non Exempt. Must work flexible schedule including evenings and weekend rotations.

Essential Functions:

- Conducts outreach services to increase children's and families' use of library services and reach underserved populations. Current monthly services encompass the following but are subject to change:
 - 78 sites
 - 1,900 children
 - Average of 7 twenty minute programs per day
- Conducts programs (storytimes, booktalks and/or STEM related programs) that offer information, special skills or entertainment for children and their families and caregivers.
- Participates in planning and implementation of library programs. These programs may include children, family and adult programs such as homebound services, teen programs, school outreach programs and bulk delivery.
- Works with parents, caregivers and other adults who serve children, including programming offsite.
- Plan and implement virtual programs (storytimes, STEM, etc.) for children 12 & younger and their families.
- Connects children and their families and caregivers with resources that encourage reading.
- Plans and conducts summer reading programs for children.
- Serves as a substitute for weekly storytimes.
- Actively greets and assists patrons with access to library materials, online databases, Internet resources and computer applications.
- Assists users with searching the Library's catalog.
- Participates in library continuing education.
- Uses Reader's Advisory skills to assist users with choosing popular and recreational reading, viewing and listening choices in a variety of formats.

Non-Essential Functions:

- Assists selectors with Collection Development duties, including weeding the collection.
- Assists users with identifying and locating information using electronic and print sources.
- Maintains and restocks displays.
- Serves as a member of library committees as assigned.
- Reads sections of shelves in assigned areas.
- Selects and delivers homebound material.
- Assists in the development of library displays.
- Shelves material in assigned areas.

Supervisory:

May have supervisory responsibility for department or facility during evening and weekend shift, which includes opening and closing.

Knowledge, skills and abilities:

- Knowledge on how to conduct a storytime appropriate for preschool children using stories, songs, finger plays, action rhymes, puppets, etc.
- Knowledge of technology which will allow you to create and implement virtual programs.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, correspondence, memos, and procedure manuals.
- Ability to explain library policies and procedures, and refer users to appropriate departments as necessary.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to work with the public at a busy public service desk.
- Ability to work cooperatively with co-workers, both within the division and the library at-large.
- Ability to deal with difficult behavior.
- Ability to create a welcoming environment for public and staff.
- Ability to communicate effectively with public and staff while maintaining effective and courteous public relations at a written and verbal vocabulary level commensurate with position requirements.
- Knowledge of English grammar, spelling and composition.
- Ability to maintain confidential information.
- Knowledge and demonstrated understanding of library administrative theory and practices.
- Knowledge and understanding of reference tools, research skills, general literature and of basic library principles, procedures, technology, goals and philosophy of services.

- Knowledge and proficiency in computer skills, including Microsoft Office Word and Excel, use of library data systems and databases.

Equipment Used:

Computers, calculator, copy machine, fax machine, cash register, phone, microfilm/fiche reader/printers/scanners, audio-visual equipment, book carts for transporting materials to proper areas for re-shelving, and sound system equipment.

Education and Experience:**Minimum Education and Experience:**

High School education or G.E.D. and six to twelve months related experience or training. Preference will be given to individuals with recent experience working with children. Must be eligible for Kentucky Library Certification, at least 25 years of age and have a valid drivers licence.

Preferred Education and Experience:

Associate's degree to equivalent from a two year college or technical school; or one year to two years related experience and/or training; or equivalent combination of education and experience.

Mental and physical abilities:

The mental and physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, climb or balance and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift, push or pull up to 25 pounds, and occasionally lift, push or pull up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. Must be able to have the physical stamina to stand to provide active service to patrons during workdays of up to eight hours.

The employee will be in an environment which requires strenuous use of his or her voice.

Working conditions:

The work environment characteristics described here 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 the essential functions.

The noise level in the work environment is usually moderate. Stressful situations will occur when dealing with the public. Must be able to work flexible hours.

Work environment will include inclement weather conditions while conducting library business which includes, but not limited to, traveling to locations to provide library services and book deliveries.

The undersigned certify that this job description has been reviewed and is understood.

EMPLOYEE _____ **DATE** _____

LIBRARY DIRECTOR _____ **DATE** _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.

The Daviess County Public Library is an Equal Opportunity Employer.