

London Public Library

Position Description

Job Title: Outreach Services Coordinator

Department: Adult Services

Reports To: Library Services Manager

FLSA Status: Non Exempt, full time, hourly

Pay Grade: 11

Pay Range: \$15.34 - \$23.00/hourly

Approved By: Board of Trustees

Approved Date: October 21, 2013 by LPL Board of Trustees

Summary: Assists in providing library materials through outreach for those patrons unable to visit the Library physically. Works weekends and evenings to meet workload demands.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty listed below.

Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

- Plans, designs, implements, and evaluates library service to people including but not limited to nursing homes, extended care, rest facilities, senior gathering places and those confined to their homes.
- Designs and implements programs in consultation with activities directors or other personnel in community facilities.
- Manages satellite collections of library materials in various community facilities, businesses, and organizations.
- Promotes Outreach Services with local churches, businesses, and organizations.
- Assists patrons of all ages with their informational needs using a variety of reference sources in different media.
- Works with collection development in areas designated by the Director or Library Services Manager.
- Catalogs library materials into the library's ILS system
- Reviews trade publications and materials.
- Promotes the services that will enhance the qualities of life for people who have difficulty getting to the Library.
- Recruits, manages, evaluates and rewards library volunteers.

- Participates in community events where potential Outreach patrons gather, ie. Senior Fair and London Old-Fashioned Christmas.
- Represents the library to various community groups.
- Oversees Inter-Library Loan program.
- Assists at Circulation and Reference Desks in all capacities.
- Maintains Outreach and Volunteer statistics for monthly reporting.
- Attends meetings and continuing education programs to keep informed of current trends and issues related to assigned area of responsibility.
- Participates in professional organizations, groups, and listservs.
- Performs reader's advisory services.
- Maintains a high quality of patron service and confidentiality.
- Performs other duties as required.

Qualifications

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; and one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Library Automation software; Internet Explorer and MS Outlook Internet software and MS Word Processing software.

Certificates, Licenses, Registrations

State Motor Vehicle Operator's License or demonstrable ability to gain access to worksite.

Physical Demands

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the Library, employee and/or applicant identify where reasonable accommodations may need to be considered.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

This job description does not state or imply that these are the only duties and responsibilities to be performed by the employee, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

Employee Understanding and Agreement

I understand, and will effectively perform the duties and requirements specified in this job description.