

Position Title: Director of Outreach Services

Position Classification: Librarian II

Supervised by: Assistant Director

Supervises: Library Assistants I and II in Outreach Services

Job Function:

Professional librarian under supervision of the Library Director or Assistant Director depending on the position; to perform tasks which require professional competence; to manage a department; to supervise employees within the department; to plan activities and services; to acquire, organize, and administer library resources; to assist in public relations and employee training programs; and to perform other tasks as assigned by the Library Director or Assistant Director.

Duties and Responsibilities:

- Responsible for the development of departmental services.
- Supervises, schedules, develops, evaluates, and assigns tasks to staff members of department. Interviews, hires, and trains new staff.
- Responsible for verifying and submitting time sheets.
- Responsible for budget line items allotted to the department.
- Plans, promotes, conducts, supervises, and evaluates outreach programs for all ages, as needed, at the library and at outside venues.
- Evaluates, selects, and weeds the large print book and audiovisual collections.
- Supervises circulation of library materials used by Outreach, including interlibrary loan requests.
- Recruits, trains, and supervises volunteers for department.
- Acts, with staff assistance, as liaison between the library and nursing home administrators, activities directors, volunteers, preschool directors and teachers, county jail officials, Danville Housing Authority, and other community agencies served by the department's outreach programs.
- Conducts regular review of current and prospective sites for Outreach services.
- As the library's ADA (Americans with Disabilities Act) compliance officer, monitors the library's compliance with the Act and makes recommendations to the Director for improvements.
- Coordinates evaluation and selection of aids and adaptive technology for patrons.
- With Library Director or Assistant Director, plans in-service programs to increase the staff's knowledge and awareness of issues relating to disabilities and the disabled.
- Maintains current list of suppliers and agencies that serve persons who are elderly or disabled.
- Provides a visible presence for the library at community expos, fairs, and other special events to inform the public about library programs and services.
- Assists with public relations by promoting library programs and services through the library's website, social media, and other means.

- Supervises preparation and distribution of informational flyers and schedules.
- Networks and develops connections with individuals, community leaders, businesses, non-profits, and local organizations to promote the library's expertise, resources, and programs through short- and long-term partnerships.
- Participates on a regular basis in community organizations which serve persons who are elderly and/or disabled to market library services and further develop and improve all Outreach services.
- Informs the community about library services and programs through presentations to civic organizations, community groups, educators, and local government officials at the Library Director's or Assistant Director's request.
- Furnishes information about library programs and activities, rules, and services.
- Coordinates the work of this department with the other departments of the library.
- Coordinates with other department heads to assist with staffing service desks when needed.
- Prepares and submits monthly and annual departmental statistics and reports to the Library Director.
- Follows local and national trends – technological, social, demographic, etc. – that are likely to significantly affect the library.
- Serves as a member of the planning team with the Library Director and other professional staff to develop policies, procedures, budgets, grant writing, library programs and services, and the goals and objectives of the library.
- Maintains an orderly, safe, and quiet environment for all patrons, and takes action as needed to ensure that environment.
- This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as may be required.

Qualifications:

Master's degree in library science and a minimum of two years of satisfactory public library experience or its equivalent. Supervisory experience strongly preferred. Ability to lead and supervise staff; capable of consistently high standard of performance; ability to organize, plan, develop, and carry out a program of services; in-depth knowledge of books and other library materials, procedures, policies, and professional objectives and responsibilities; advanced ability in effective verbal and written expression and communication; demonstrated initiative; advanced ability to communicate and work harmoniously and effectively with all levels of staff; ability to write detailed and meaningful reports and proposals; capable of careful and analytical problem-solving and planning; keen sense of awareness of changing situations and need for change and/or corrective action.

Must be able to drive a van. Must have an acceptable driving record. Must be able to lift 20-25 lbs., bend, stoop, reach, push and pull loaded book carts. Proficiency with computers, technology, and the Internet. Flexible schedule; may work week days, evenings, and/or weekends.

ADOPTED: 9/20/2010

AMENDED: [8/15/2017, pending board approval]

REVIEWED:

LEGAL REFERENCE: