



JOB DESCRIPTION – Library Assistant II PROGRAMS AND OUTREACH

OBJECTIVE:

The objective of this position is to develop and extend the quality of service the library provides by:

1. Promotes public library use and lifelong learning.
2. Creates responsive and innovative programs & services.
3. Provides innovative programs, services, and projects that advance the service goals and the strategic direction of the Library including the development of service levels and programs for non-users, the underserved, and people with special needs in the community.
4. Investigates means to overcome barriers to library services and develop original outreach services to targeted communities.
5. Develops and delivers programs to encourage literacy, technology and social skills.
6. Develops partnerships with local schools, social services and government agencies.

QUALIFICATIONS:

1. High School Diploma required. Library Technician Diploma and 2 (two) years of library experience required; an equal combination of training and experience will be considered.
2. Experience in planning and implementation of library programs required.
3. A strong public service focus with an ability to take initiative and carry out projects to completion.
4. Experience in library work is an asset, preferably in a public library setting and with integrated library systems.
5. Demonstrated knowledge of MaRC coding, Dewey Decimal System and Library of Congress Classification System.
6. Self-motivated and detail-oriented with good organizational and communication skills.

7. Knowledge of books and literature for all ages.
8. Demonstrated leadership experience
9. Comfort and experience with outreach to community groups and organizations in a professional capacity.
10. Knowledge of communication trends and technology, learning methods as well as effective writing and presentation skills for all communication channels (web, print, audio, etc.). Working knowledge of computer hardware and software systems, including: e-mail, social media, the Internet and Microsoft Office Suite.
11. Ability to undertake moderate physical activities that may include bending, reaching and lifting moderate weight (40 lbs).
12. Valid Class 5 Driver's License

SPECIFIC RESPONSIBILITIES:

1. Assisting patrons of all ages in the use of the library, its resources, and selecting materials.
2. Assisting patrons by answering reference and readers' advisory queries.
3. Coordinating with the Library Director to organize, and implement, and evaluate programs and services for children, teens, and adults.
4. Coordinating with the Library Assistant II - Marketing and Communications and the Library Director to publicize programs and services for children, teens, and adults.
5. Coordinating with the Library Assistant II - Marketing and Communications and the Library Director on promotional materials, including posters, booklists, newsletters and newspaper articles and columns.
6. Is responsible for supervision and overseeing of summer reading programs.
7. Conducting group tours of the library and presenting book talks.
8. Reviewing books, periodicals and non-print materials for all ages, and making recommendations to the Library Director for materials selection.
9. Assisting the Library Director in the maintenance of the collection by regular examination and periodic weeding, as instructed.
10. Preparing displays to enhance use of the library collection.
11. Works with the Library Director to develop and maintain mutually beneficial external relationships.
12. As funding and time permits will perform outreach duties.
13. Trains and supervises volunteers.
14. Assists and monitors patrons in use of the Public Access Computers, printers, wireless internet and photocopier.

PUBLIC SERVICE RESPONSIBILITIES:

1. All of the duties of Library Assistant I – Circulation Assistant and Library Assistant II – Circulation Services as required;
2. Other duties as assigned.