



Programming & Senior Outreach Librarian Job Description

Classification: Exempt

Reports to/Evaluated by: Adult Services Coordinator

Supervises and Evaluates: None.

General Statement of Duties: The Programming & Senior Outreach Librarian serves as a reference librarian, manages adult programming, works with the Adult Services Coordinator to promote the library to seniors, selects materials, and catalogs nonfiction materials.

Qualifications

1. ALA-accredited graduate degree in library science.
2. Excellent written and verbal communication skills.
3. Attention to detail.
4. Knowledge of public library operations.
5. Knowledge of bibliographic sources of information.
6. Understanding of integrated library systems and their use.
7. Ability to convey technical information to the public and staff.
8. Committed to courteous service and respect of patron confidentiality.
9. Self-motivated and able to exercise initiative and independent judgment.
10. Comfort with public speaking and representing the library.
11. Knowledge of Monroe and the Green County area.
12. Experience working with seniors (preferred).
13. Experience cataloging a variety of materials (preferred).

Essential Job Functions

1. Assists the Adult Services Coordinator in communicating the value of the library to the community.

2. Assists the Adult Services Coordinator in protecting and promoting the library brand.
3. Plans and implements programs for adult patrons of all ages.
4. Responsible for outreach to seniors.
5. Works with the volunteer coordinator to expand and promote homebound delivery service.
6. Identifies opportunities for new community partnerships benefitting seniors.
7. Selects and manages materials as delegated by the Adult Services Coordinator.
8. Catalogs materials as directed by the Adult Services Coordinator.
9. Provides direct patron service at all service desks.
10. Other duties as assigned by the Library Director.

Physical Demands

The 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 position, the employee is frequently required to reach with hands and arms, stand, sit, walk, use hands to grasp objects, speak, and listen. The employee is occasionally required to climb, balance, stoop, and crouch.

Hand-eye coordination is necessary to operate computers and office equipment. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to perform tasks requiring independent knowledge in addition to procedures or instructions provided. Must be able to concentrate on fine detail with constant interruption and remember assignments given over a long period of time.

Noise level in the work environment is variable.