

Henry County Library System

Job Title: Programming & Outreach Librarian

FLSA: Exempt

JOB SUMMARY:

This position is responsible for coordinating system-wide programming and outreach for all ages.

ESSENTIAL DUTIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Designs, plans, and oversees system-wide outreach and programming.
- Works closely with branch staff to monitor and assist with branch-level programming as needed; ensures program offerings are consistent and support the library's mission and values while meeting community needs.
- Attends branch programming on occasion, particularly newly introduced programs and events that are expected to attract a large audience.
- Cultivates and maintains partnerships with community groups, local businesses, nonprofits, Friends of the Library, and service organizations that support the library's mission and goals. In cooperation with the Marketing team, serves as liaison between the libraries and affiliate agencies. May serve on local boards or committees as assigned.
- Participates in community networking events to further the visibility of the library and seek potential partners.
- Creates and maintains a system-wide outreach schedule including which staff are assigned to each event.
- Schedules traveling exhibits and confirms related branch programming; may assist with installation.
- Collects and analyzes data on local demographics to identify and support outreach needs; cultivates outreach services for traditionally served populations and underserved populations.
- As needed, trains staff in effective programming and outreach strategies; serves as mentor and resource for staff branch staff engaged in programming & outreach.
- Measures programming outcomes; tracks and compiles statistical data regarding programming and outreach; prepares reports for the Library Board and community groups as needed; documents outreach success with photos and narratives.
- Seeks relevant grant opportunities and participates in grant-writing in collaboration with administrative staff.
- Stays abreast of current trends and issues in library service delivery, programming, and outreach by attending professional conferences, seminars, webinars, and other continuing education opportunities, networking with other library professionals; reading current professional publications, and following relevant social media.
- Works closely with HCLS Marketing to coordinate, promote, and present outreach activities, and with IT staff on creation of virtual programs.

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of best practices in the development and delivery of all-ages programming and outreach.
- Broad, general knowledge of literature and information resources for all ages; ability to provide reader's advisory services. Knowledge of child development, language literacy, and information literacy as they apply to library services for all ages.
- Ability to relate positively to a diverse population and project a welcoming and inclusive attitude.
- Familiarity with electronic devices used to access the library's digital resources; skills reflecting a high level of comfort with technology.
- Demonstrated ability to speak in public before large and small groups; excellent verbal and written communication skills
- Efficient time management skills; ability to prioritize tasks to meet internal and external deadlines
- Ability to and work both independently and collaboratively with branch staff, community partners, and library administrators.
- Basic knowledge of virtual programming platforms and a reasonable comfort level with presenting live and recorded programs.
- Ability to engage with the community via social media and provide content for HCLS social media platforms
- Ability to work collaboratively with HCLS Marketing and Technology staff.

PREFERRED KNOWLEDGE AND SKILLS:

Spanish language skills

Knowledge of Evergreen software

Experience with event planning

History of successful grant-writing

SUPERVISORY CONTROLS: Reports to the Library Director

GUIDELINES:

The incumbent will work with minimal supervision. Position requires a high degree of flexibility in scheduling, including some evening and weekend hours. Confidentiality is required when working personnel and patron records.

COMPLEXITY:

This is a position of moderate to high complexity, performed with a high degree of independence under general supervision.

CONTINUING EDUCATION:

Completes continuing education classes as assigned; seeks and pursues professional development opportunities with supervisor approval. Shows initiative in improving and expanding professional skills. Stays abreast of library programming trends.

PHYSICAL DEMANDS:

With or without reasonable accommodation, employee should be able to drive, walk, stand, and sit for significant periods of time. May require occasional bending, stooping, reaching, and kneeling. Requires frequent lifting of light objects and use of computer and other office equipment. Must be able to lift, carry, and move materials and equipment weighing up to 25 lbs., at times over uneven surfaces. Must be able to push and pull fully loaded carts weighing up to 150 lbs. Must be able to carry and set up outreach equipment including tables, tents, banners, sound equipment and technology items. Manual dexterity is required sufficient to hold and manipulate programming materials (such as books, puppets, art/craft materials, and technology items). Speech, hearing, and vision should be adequate, with or without correction, to perform all essential duties.

SUPERVISORY RESPONSIBILITIES:

Supervises the Bilingual Services Coordinator

Provides feedback to Branch Managers on the performance of youth services staff and other staff with programming responsibilities; does not directly supervise branch staff but provides input for the purposes of quality service delivery.

WORK ENVIRONMENT:

Work will be performed in a variety of settings including an office, library branches, partner locations, and both indoor and outdoor community venues in a variety of weather conditions. Some remote work may be authorized.

Significant in-county travel is required using library-owned vehicles.

Occasional out-of-county travel is required, including some overnights for conferences and training opportunities.

MINIMUM QUALIFICATIONS:

Master's Degree in Library and Information Studies from an ALA-Accredited institution.

Georgia Librarian License grade 5B or higher, or ability to obtain upon hire.

Valid Georgia driver's license or ability to obtain upon hire, with acceptable 3-year Motor Vehicle Report.

Successful completion of Criminal Background check

Three years of progressively responsible employment in a public library setting.

A combination of education and experience may be considered.