CLIFTON PARK HALFMOON PUBLIC LIBRARY

Job Description
Librarian I – Community Outreach Coordinator

Reports to: Librarian III – Assistant Director of Planning and Communications

Job Summary: Coordinate the Library's outreach initiatives and seek opportunities to promote library services in the community. Participate in collection development and maintenance for assigned collections. Provide exceptional customer service and explore new ideas and creative approaches to engage our community.

Work Hours: 35 hours per week, including one evening per week and one weekend day every four weeks as well as variable evenings and weekends for outreach events.

Duties:

- Formulates plans and procedures for implementing outreach services that support the Library's goals and strategic plan.
- Makes presentations or speaks to community groups, collaborates with existing partners, and establishes new partnerships to provide and promote Library programs and services.
- Works cooperatively with colleagues and other Library departments to create and maintain a schedule of outreach events and coordinates staffing for the events.
- Provides library materials to homebound patrons.
- Provides information and reference services, readers' advisory, and assistance with technology questions at both the adult reference desk and children's reference desk.
- Maintains a current knowledge of books, authors and trends in library services and programs.
- Participates in the selection of library materials within assigned collection development areas following the Library's Materials Selection Policy. Evaluates items and makes decisions about selection, replacement, and withdrawal of materials.
- Anticipates trends that will impact libraries, literacy, publishing, and information technology. Embraces innovation and experimentation. Makes recommendations to help the library stay relevant and vital to the community.
- Collects, maintains, and reports statistical data as needed.
- Coordinates displays in the Library's Art Gallery and exhibit space.
- Stays current on professional and technological developments through participating in professional organizations, workshops, continuing education courses and reading professional materials.
- Performs other assigned duties.

Knowledge and Abilities:

- Demonstrated ability and enthusiasm for working with the public.
- Demonstrates a thorough knowledge of current and emerging professional library principles, public reference service expertise, and an understanding of public library operations.

- Working knowledge of current best practices in information literacy instruction.
- Working knowledge of common library systems, Microsoft Office software, and research databases.
- Ability to work well with individuals with specials needs.
- Ability to work as part of a cohesive team. Willingness to assist and support coworkers, contribute ideas and maintain flexibility.
- Ability to learn new technologies and adapt to rapidly changing technology environment.

Communication Skills:

- Ability to communicate effectively and professionally, both orally and in writing; ability to perform close, detail work involving considerable visual effort and concentration.
- Possess exceptional interpersonal skills and the ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.

Physical Requirements:

- Physical condition commensurate with the demands of the position
- Pushing, lifting and carrying: 50 pounds or less
- Pushing and pulling: objects weighing 300-400 pounds on wheels
- Ability to sit for extended periods of time.

Education and Experience:

- Master's degree of Library and Information Science from a library school that is accredited by the ALA or recognized by the NYS Education Department following acceptable education methods.
- Eligibility for a New York State public librarian's professional certificate at time of application for appointment; possession of certificate at time of appointment.
- One to two years of satisfactory professional library experience preferred.

Travel Requirements

- Local travel is required for meetings, community events, and other programs.

FLSA Status:

- This position is non-exempt.

Civil Service:

- The position of Librarian I is a competitive position within the Saratoga County Civil Service Administration.
- Any appointment will be provisional until such time as the Civil Service Examination is administered, and an established eligible list is used to make a permanent appointment.
- A 12-month mandatory probation period is required.

Starting Salary: $32.09/hour ($58,409 annually)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the Clifton Park Halfmoon Public Library and the employee, and is subject to change as the needs of Clifton Park-Halfmoon Public Library and the requirements of the job change.