

PIEDMONT REGIONAL LIBRARY SYSTEM

POSITION TITLE: Outreach Librarian
JOB CATEGORY: PROFESSIONAL LIBRARIAN, State of Georgia Certification
HOURS & PAY: Full-Time, Exempt Status, State Pay
SCHEDULE OF JOB: Daytime work during the week with occasional evenings and weekends
Specific schedule determined by demands of the job

JOB SUMMARY:

This is a full-time professional position with major responsibilities as the Outreach Librarian for the Regional System. This Librarian assists the Regional Library Director and Assistant Director in administration of the regional system as needed. This Librarian partners with library staff to conduct outreach activities. This Librarian also supports transportation of library materials throughout the region and assists the Technical Services Coordinator as needed. This Librarian participates in setting service levels and in determining goals and objectives for future development of Outreach services.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Acts as the primary contact for the contract courier service
- Prepares and disseminates PINES materials for shipment throughout the region
- Prepares schedule for the Outreach Pop-up Rolling Library (PuRL)
- Partners with library staff to create and staff Outreach programming and events
- Partners with libraries and local organizations to promote and expand the use of PuRL
- Selects and purchases books and other materials and maintains the Outreach collection
- Schedules and facilitates PuRL and other library vehicle maintenance
- Schedules and facilitates bi-annual PuRL staff training
- Is aware of trends in Outreach Services and develops and recommends related policies and procedures
- Advises the Community Engagement Coordinator regarding selection and purchase of materials for Book Deposits
- Works with the Community Engagement Coordinator and other library staff to facilitate relationship-building between staff at all libraries and outside entities to increase awareness and use of library services

QUALIFICATIONS:

- Graduate degree in library science from an ALA-accredited program
- Eligibility for Grade 5(b) Librarian Professional Graduate Certificate (Georgia State Board definition)
- Knowledge of professional practices, theories, and policies in outreach services
- Strong commitment to the total mission of public library service to all people
- Ability to meet the schedule and responsibilities of the job
- Ability to perform physical tasks, lift up to 50 pounds, push loaded book trucks, and dexterity to stoop bend, kneel, reach overhead.

TRAINING, SUPERVISION, AND EVALUATION:

The Outreach Librarian is supervised and evaluated by the Library Director. Training is both formal and informal, including apprenticeship with other regional office staff. In all duties this employee is guided by policies formulated by the Piedmont Regional Library Board and affiliated boards.