

**WARSAW COMMUNITY PUBLIC LIBRARY  
JOB DESCRIPTION  
LIBRARIAN**

**JOB TITLE:** Community Outreach Department Head  
**DEPARTMENT:** Community Outreach  
**REPORTS TO:** Library Director

**FLSA:** Non-Exempt  
**GRADE:** LC3  
**DATE:** November 1, 2021

**SUMMARY:**

Assists the Library Director in managing the day-to-day functions of running the library within the policies set by the Board. Oversees the overall operation of the Community Outreach Department. Plans, creates, and hosts library events. Coordinates all onsite library events and system wide themes (e.g., story hours, tours, NLW, Library Card Sign Up). Promotes and supports the overall mission and strategic plan of the Library by demonstrating courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

**ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Delivers public services for patrons of all ages in a creative, organized, friendly, polite, service-oriented, self-motivated and enthusiastic manner to create a welcoming library environment.
- Initiates, plans, oversees, promotes, and conducts a variety of events and activities, both physical and virtual, internal and external, to encourage the use of the library, e.g. films, concerts, reading clubs, speakers and performers, and other special events.
- Oversees the department in WCPL's service territory to underserved/unserved residents including homebound delivery, nursing home visits, and presentations at community meetings/events, schools and organizations.
- Submits information (5W's: who, what, where, when, and why) to online library calendar three months prior to event for use in marketing efforts.
- Assists the Library Director in communicating the value of the Library to the community.
- Supports the Library Director in implementing Library Board policies and oversees the operation of Community Outreach Department.
- Manages all assigned staff including directing, supervising, educating, evaluating and disciplining. Interviews and recommends staff to the Library Director for hire as required. Promotes continual staff development.
- Maintains and cultivates contacts with the general community, schools, other libraries, and city/county employees to advance library outreach opportunities.
- Oversees assigned library assets in a professional, cost effective manner in accordance with all legal requirements, library guidelines, and community standards.
- Maintains knowledge about the library and appropriate methods of operation especially awareness of current trends and new developments affecting outreach and programming, management, and technologies.
- Prepares for and is punctual to events at the library and in the community.

- Schedules, sets-up, and takes down the meeting rooms for events.
- Prepares monthly narrative and statistical reports.
- Refreshes assigned displays for scheduled events as needed.

### **QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### **Education and Experience:**

ALA-accredited MLS degree.

### **Required Certificates, License, and Registrations:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Maintain Indiana State Library Certification: fee paid by individual; 75 Library Education units (LEUs) every five years.
- Must be able to pass school system required background checks.
- Valid driver's license.

### **Required Knowledge and Skills**

Required Knowledge:

- Library policies and procedures.
- Applicable laws, codes and regulations.
- Automated library systems, on-line tools and resources, and the Internet.
- Records management principles and practices.
- Current on professional literature, related journals, seminars, and meetings in and/or outside of professional field to maintain awareness of developments affecting library practices.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Techniques for working with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

Required Skills:

- Use of personal computers and associated software.
- Event planning, organizational and instructional skills.
- Communicating effectively in oral and written forms.
- Developing and implementing policies, procedures and work standards.
- Preparing clear and concise reports and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Maintaining accurate records of work performed.
- Using tact, discretion and prudence in working with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintain effective working relationships with those contacted in the course of the work.

**PHYSICAL/MENTAL REQUIREMENTS:**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Mobility to work in an office setting, use standard office equipment and stamina to sit, stand, and walk for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

**WORKING ENVIRONMENT:**

*Night, evening and weekend work as required.*

Work is performed in an office setting.