



Job Title: Adult Programming and Outreach Librarian	Department: Administration
Classification: Librarian I	FLSA Status: Exempt
Reports to: Assistant Director	Supervises: None

Primary Duties

- Work closely with all branches to plan and facilitate a regular schedule of programs, events, classes, and workshops for adults, including the Summer Reading Program for Adults.
- Provide support, guidance, training, and evaluation of team members who have an adult services or outreach emphasis.
- Work with the Youth Services Librarian to plan and coordinate library events and outreach activities that appeal to all ages.
- Oversee all aspects of adult programming, exhibitions, and special events, including budgeting, planning, implementation, logistics, quality of programs provided, and evaluation.
- Research, make contact with, and negotiate with potential workshop presenters and performers.
- Plan, develop, and present activities for programming and outreach in person and online, with emphasis on those that respond to adult needs and interests.
- Oversee all aspects of virtual programming for adults, including operating equipment, being filmed for use on social media sites, and training others.
- Provide information to the Assistant Director for adult programming and outreach marketing plans.
- Partner with the Youth Services Librarian to provide library services to area community centers, daycares, and preschools.
- Create and maintain a system-wide schedule of outreach events and the staff members working them.
- Collect and analyze data on local demographics to identify and coordinate the development of outreach services and activities to address community needs.
- Train new and current library team members in conducting effective community outreach.
- Cultivate and maintain partnerships with community groups, local businesses, and service organizations that supplement the library’s mission and goals.
- Coordinate and prepare displays, bibliographies, bookmarks, and other materials to support programming and outreach goals.
- Compile departmental reports, statistics, and budgets.
- Stay abreast of current trends and issues in library science, adult programming, and outreach services by attending professional library conferences, seminars, webinars, and other continuing education opportunities and by reading the current library science literature.

- Attend and participate in staff meeting discussions, including but not limited to all-staff meetings and regularly scheduled librarian and supervisor meetings.
- Obtain and retain memberships in applicable professional associations.
- Work cooperatively and in professional harmony with staff members, administrators, and the community.
- Follow all library policies and procedures.
- Perform other duties and assignments as required.

Education, Experience, and Training

- Master's Degree in Library and Information Science from an institution accredited by the American Library Association. Experience in a public library setting with minimum of three years related job experience preferred.

Knowledge, Skills, and Abilities

- Enthusiastic about adult library programs and services and the ability to motivate and spark excitement in staff and patrons.
- Communicates effectively orally and in writing with a demonstrated ability to speak in public to both small and large groups.
- Highly developed interpersonal skills, including the ability to establish and maintain effective working relationships with library personnel, patrons, and local community organizations.
- Detail-oriented with a demonstrated organizational ability, including the ability to successfully manage multiple projects with tight timelines, schedules, and deadlines with little supervision.
- Ability to set priorities and manage work and deadlines independently.
- Ability to work well in groups and individually with little supervision.
- A thorough knowledge of Microsoft Office products, Internet searching, online databases, and mobile devices such as eReaders, Smartphones, and tablets.
- Knowledge of the local community, including agencies, organizations, and sports, and cultural groups.
- Maintain current knowledge of popular and new materials, services, technology, and library trends relevant to adults.
- Ability to translate adult's needs and interests into effective library services and programs.
- Demonstrated knowledge of standard library procedures and experience in programming, particularly in a public library setting.

Hours and Working Conditions:

- Regular work schedule is 8:30am – 5:00pm Monday through Friday but some weekend and evenings may be required.
- Ability to lift and move items and materials up to 40 pounds in weight; push or pull carts loaded with materials weighing more than 150 pounds.