



Job Description

Position Title: Programming and Outreach Librarian

Reports to: Library Director

Exempt status: Based on job requirements and salary level, the employee qualifies as an exempt employee.

Salary: \$60,000 - \$64,000

Overall Responsibility

A senior department head performing administrative and professional library work under the immediate supervision of the Regional Library Director. Guided by procedure and by policies that are formulated by the library board and administered by the Pine Mountain Regional Library System.

Essential Job Functions

- ☐ Actively seeks out and participates in outreach activities in all four counties (i.e. local festivals, school career days, VIP readers, etc.)
- ☐ Actively seeks to engage the communities in all four counties
- ☐ Works with staff to plan and coordinate all programming (including the Summer Reading Program) for all branches; may need to present programming
- ☐ Plans, presents and coordinates Outreach programming for all four counties
- ☐ Creates social media posts, flyers, calendars and other promotional material
- ☐ Supervises one employee
- ☐ Liaison for the Georgia Library Service for the Blind and Print Disabled (GLS)
- ☐ Attends regional board meetings, local board meetings (as needed) or committee meetings
- ☐ Enforces policy and procedure consistently throughout library system
- ☐ Participates in system wide planning
- ☐ Speaks to local civic groups or other organizations
- ☐ Assists Director in preparing budget and annual report
- ☐ Collects and reports statistics for Outreach, library activities and programs
- ☐ Attends professional meetings, webinars and workshops
- ☐ Ensures that quality library service is available to all citizens in region
- ☐ Travels onsite to various branches, as needed
- ☐ Assists with special projects, as needed
- ☐ Must be able to pass a criminal background check, a motor vehicle record check and fulfill I9 requirements

Education, Training and/or Experience

- ☐ Masters in Library Science from a college accredited by the American Library Association
- ☐ Hold, or be able to obtain, a G5 or higher Georgia certification of librarianship license
- ☐ Hold or be able to obtain a valid Georgia driver's license within six months of employment
- ☐ Minimum of two years library experience preferred

Knowledge, Skills and Abilities

- ☐ Ability to address and resolve patron and staff conflicts tactfully and equitably
- ☐ Ability to train, evaluate, direct and motivate personnel
- ☐ Ability to maintain a very good or higher rating in annual performance evaluation
- ☐ Ability to maintain confidentiality and use tact and diplomacy working with staff and the public
- ☐ Ability to follow verbal and written instructions
- ☐ Access to a reliable means of transportation
- ☐ Ability to travel to other library locations and cities around the state for required meetings
- ☐ Ability to understand, interpret and apply library policies and procedures
- ☐ Excellent computer skills
- ☐ Excellent interpersonal skills; must be able to work with all kinds of people
- ☐ Excellent oral and written communication skills
- ☐ Excellent attention to detail and accuracy with numbers

Physical Demands

- ☐ Nature of work requires an ability to occasionally lift boxes of books of 40 pounds or less and push heavy wheeled book carts
- ☐ Must be able to sit or stand for prolonged periods of time
- ☐ Must be able to use a computer for extended periods and operate standard office equipment, daily
- ☐ Must be able to bend, crouch or stoop

Working Conditions

- ☐ Some work is performed in a climate-controlled library
- ☐ Some work is performed outdoors in varying weather conditions
- ☐ Requires availability for extended hours as needed
- ☐ Requires some evenings and weekends
- ☐ Requires travel and extended work hours (sometimes overnight or multiple nights) to attend meetings, training workshops and special events

Training, Supervision and Evaluation

Directly supervised and instructed in library policy and procedures by the Library Director.

Use of the circulation software is primarily learned from fellow staff members and online training.

Formal evaluation and review of performance is provided by the Library Director.