

Job Description

POSITION: Community-Engagement Librarian

LOCATION: As Assigned

FLSA STATUS: Exempt

CERTIFICATION: IN LC3

HOURS OF WORK: Full-time/minimum of 40 hours per week. Evening and Saturday shifts will be required.

WAGE: \$19.00 per hour

BENEFITS: As specified in the latest edition of the staff handbook or as amended by the Board of Trustees.

DIRECT SUPERVISOR: Programming Coordinator

SUMMARY: This position is responsible for connecting the community to library services and providing internal and external programs to meet the needs of all ages and specific populations.

QUALIFICATIONS AND WORK SKILLS:

Required

1. An MLS degree from an ALA-accredited library school or the attainment of an MLS degree within three years from hire date and the ability to secure proper Indiana Library Certification
2. Experience working with the community and/or community groups
3. Ability to multi-task
4. Proficiency with electronic resources and the ability to use library databases.
5. Ability to work with a variety of electronic devices and computer applications
6. Experience managing projects
7. Excellent oral and written communication skills
8. Valid driver's license and must be insurable by MPHPL; position requires frequent travel within the local area

RESPONSIBILITIES AND DUTIES:

- Coordinate, plan, promote, and implement library programs, events, and outreach activities for all ages
- Develop proposed budget for library programs

- Develop new programs and special events in response to patron interest and community demand
- Coordinate the library's participation in community events
- Work internally to develop strategies for library programming and community engagement
- Assist in the management of the adult summer reading program including program guidelines, website preparation, prize selection, and training of staff; promote all age levels of summer reading before and during the program
- Develop and maintain partnerships with external agencies such as local schools, senior citizen facilities, businesses, festivals, and other organizations to provide a broad range of programs and activities
- Complete program-related reports, maintain statistics, and analyze program performance
- Staff the reference or youth services desk as needed at any location
- Create event-related blog posts for the library's website periodically throughout the year
- Participate in professional development to remain informed of current trends, emerging issues, and best practices in public libraries
- Perform other related duties as assigned

PHYSICAL REQUIREMENTS:

1. Ability to transport containers of programming aids and equipment; ability to assist in set up of puppet stage and outdoor booths
2. Ability to pull a loaded book cart out of the dumbwaiter, elevator, or across the rooms to shelving areas
3. Ability to lift and carry 20-30 pounds of books to shelving or work areas
4. Ability to stand, bend or stoop to shelve books for a short period of time
5. Ability, stamina, and balance to perform basic movements. These movements could include squatting, bending and stooping, marching, turning in circles, and lifting arms overhead.
6. Ability to sit for periods of time
7. Ability to hear patrons (with or without hearing aids) accurately in person and on the phone to facilitate an appropriate response

Key:

Constant Physical Requirement: 67% or more of the day

Frequent Physical Requirement: 33-66% of the day

Occasional Physical Requirement: 0-32% of the day

Revised March 2019