



Title: Community Outreach Librarian	Reports to: Head of Adult Services
---	---------------------------------------

No. of Direct Reports: 0	Direct report titles: N/A	Revision date: April 2024
-----------------------------	------------------------------	------------------------------

POSITION SUMMARY

Reporting to the Head of Adult Services, the Community Outreach Librarian is responsible for strategically developing, maintaining, and leveraging GPPL’s ongoing relationships within the community. This position will take an active role in planning, delivering, and evaluating programs and services in consultation with other organizations in response to identified interests and needs, with a focus on making community connections. In addition, this role supports the development of GPPL’s adult non-fiction collection and provides information services to customers, and will supervise a small number of Customer Services employees during evening and weekend shifts as scheduled. This is a full-time position that is scheduled to work the following hours regularly:

May to August:

- Tuesday to Thursday: 12PM – 8PM
- Friday: 10AM – 6PM
- Saturday: 9AM – 5PM

September to May:

- Monday to Thursday: 12PM – 8PM
- Friday: 10AM – 6PM

Weekend supervision shifts as scheduled approximately once every 10 weeks.

SPECIFIC ACCOUNTABILITIES

1. Strategically develops, maintains and leverages ongoing relationships within the community to reflect GPPL’s Plan of Service and identified priorities.
 - Develops, delivers, and evaluates programs and services in consultation with community organizations in response to interests and needs identified in GPPL’s Plan of Service
 - Obtains ongoing community feedback into the value of programs and the quality of customer service
 - Acts as an ambassador for GPPL, promoting the Library within the community
 - Collaborates with other GPPL staff to plan and promote programs and services
2. Supports the development of the Library’s collection.
 - Maintains a detailed awareness of the adult non-fiction collection
 - Promotes the Library’s adult non-fiction and world languages collections to the community
 - Provides leadership with respect to collection management, including both new purchases and the removal of outdated materials

SPECIFIC ACCOUNTABILITIES

3. Provides information services to GPPL customers.
 - Responds accordingly to general queries concerning GPPL programs and services
 - Assists customers with access to digital content, such as databases and e-resources
 - Provides reader's advisory utilizing digital resources and prior collection knowledge
4. In the absence of the evening supervisor, acts as on-call supervisor to Customer Services employees.
 - Covers the Ask Desk as schedule allows
 - Performs closing procedures
 - Responds to patron and staff concerns as needed

KNOWLEDGE/EXPERIENCE

- Demonstrated experience in developing connections and building communities required.
- Master of Library and Information Studies degree from an ALA accredited school. Those with a combination of a Library Information Technology (LIT) diploma, relevant experience, and education are strongly encouraged to apply.
- Strong relationship-building and interpersonal skills to develop networks with relevant organizations in the community and GPPL customers.
- Organizational and multi-tasking skills to work effectively in a dynamic and demanding environment.
- Ability to contribute positively and work effectively within a team environment.
- Strong communication skills, both written and verbal.