



**Christian County Library  
Job Description**

**Job Title:** Outreach Delivery Assistant

**FLSA Status:** Non-Exempt

**Location:** All Branches

**Schedule:** Part-Time, 20-25 hours/week; typically Monday-Friday.

**Pay Range:** \$11.50-13.50/hour

**Deadline:** First consideration **Saturday, May 21, 2021**. Review of applications will continue until the position is filled.

**CCL Employment Application**, resume, letter of interest, and list of references can be emailed to [jobs@christiancountylibrary.org](mailto:jobs@christiancountylibrary.org) or mailed to:

Nixa Community Branch

208 N. McCroskey St

Nixa, MO 65714

Attn: Mary Thompson

**Summary:** Deliver and pick up of materials at Community Branches and Community Partner locations, keep records of circulated items and maintain library vehicles' records.

**Educational and Experience Requirements**

Minimum:

- 15+ hours of college or relevant experience
- High school diploma
- Valid driver's license
- Clean driving record

Preferred:

- Experience with public libraries
- Experience with outreach and community engagement

**Duties and Responsibilities** include the following. Other duties may be assigned.

### **Maintain Delivery Schedule**

- Deliver and pick up library materials at Community Branches and Community Partners.

### **Circulate Items at Community Partners Locations**

- Process incoming and outgoing holds for patrons to be delivered to community partner locations.
- Circulate library materials to patrons accurately, quickly, and in compliance with library policies.
- Print due date slips for materials.
- Contact patrons when holds are ready to be picked up.
- Assist patrons with the use of the online catalog and services, reference materials, and databases.

### **Keep/Maintain Records**

- Maintain records and statistics of circulated and returned items at Community Partner locations.
- Complete accurate delivery and travel logs of library materials and vehicles.
- Submit gas and mileage receipts in a timely manner.

### **Assist with Library Book Drop Maintenance**

- Visually inspect book drop locations for vandalism and wear and tear.
- Inform staff of any maintenance issues.
- Schedule and perform routine cleaning.

### **Assist with Library Vehicle Maintenance**

- Maintain library vehicles' records.
- Inform appropriate staff of any vehicle maintenance issues.
- Schedule and perform routine cleaning of library vehicles.

### **Communication with Co-Workers & Administration**

- Effective, timely, thorough, and respectful communication with co-workers in person, by phone, in writing, or by email
- Effective, timely, thorough, and respectful communication with Administration about scheduling, absences, co-worker performance issues, procedures, policies, etc.
- Effective, timely, thorough, and respectful communication with IT on technological issues and use of the IT ticketing system

## **Physical Demands**

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

While performing the duties of this job, the employee could be expected to do the following:

- Frequently move about or position self to access library materials and office equipment on the floor, in bins, and on shelves up to 6 feet in height
- Daily move rolling carts and bins weighing up to 300 lbs
- Repeatedly move bins up to 40 lbs
- Operate a library vehicle in all types of driving situations
- Work in outdoor weather conditions during delivery
- Regularly operate a computer, printer, barcode scanner, and other office equipment
- Able to communicate information and ideas accurately so others can understand

## **Knowledge, Skills, and Abilities**

- Excellent communication skills- written and oral
- Basic computer skills- familiar with using internet, office productivity software (i.e. Google, Microsoft), and email
- Excellent people skills
- Working knowledge of reader interest levels, books, authors, and reference sources
- Working knowledge of automated library circulation systems and online databases
- Working knowledge of print, non-print, digital, and online information sources available from a wide variety of sources, including publishers, the internet, and library and vendor-based systems
- Ability to develop or demonstrate the necessary supervisory, decision-making, leadership, team-building, strategic, conflict resolution, and marketing skills
- Ability to set priorities, organize, and coordinate multiple projects
- Ability to successfully maintain performance of assigned duties and responsibilities to achieve the desired outcome
- Ability to communicate effectively verbally, in writing, and by listening
- Ability to interact in a positive, effective manner with supervisors, coworkers, and the general public
- Ability to perform with minimum supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment,

dependability, and timeliness in work environments

- Ability to adapt to multiple demands and changing priorities and at times accommodate change in work schedule to meet job responsibilities
- Ability to present ideas and provide instruction. Comfortable with teaching and use of various forms of technology