

## Christian County Library Job Description

**Job Title:** Outreach Specialist

**Type of Position:** Full-Time

**Salary:** \$14.00/hour

**Schedule:** 40 hours/week; Tuesday-Saturday, a combination of days and evenings

**Location:** Ozark Branch Library (primary) All Branches (secondary)

**To Apply:** Submit [application](#) and resume to [nholladay@christiancountylibrary.org](mailto:nholladay@christiancountylibrary.org)

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### Essential Values of All Christian County Library Employees

All employees of Christian County Library are expected to accept the following values:

**Customer Service:** Responds to the needs of customers and staff.

**Respect:** Courteous, reliable, and dependable.

**Positive Attitude:** Represents the library to customers and staff in a positive manner;  
promotes a positive work environment

**Accountability:** Holds one's self accountable for actions and decision

**Innovation and Initiative:** Ability and willingness to complete assigned tasks

**Teamwork:** Ability to work on a team

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### Educational and Experience Requirements

Minimum:

- 60+ hours of college
- Public library youth services experience

Preferred:

- Experience with program planning
  - Experience with public libraries
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### Knowledge, Skills, and Abilities

- Excellent communication skills- written and oral
- Basic computer skills- familiar with using internet, Microsoft Office Suite products, email
- Excellent people skills
- Working knowledge of reader interest levels, book, 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 of 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.
- Able to lift 20 lbs
- Able to bend over and pick up books for up to 8 hours
- Must be able to provide three non-family references

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### **Job Responsibilities**

The following are the job responsibilities for this position. They are divided into categories with assigned duties that are specific to each section.

#### **Job Responsibility No. 1: Assist with Coordination and Delivery Services to Homebound Patrons**

- Evaluate individuals to determine if they are eligible for homebound patron services
- Interview homebound patrons to access their needs
- Pull, request, and find items that meet the needs for patrons
- Deliver items to homebound patrons weekly
- Fill in for other staff members that deliver homebound materials when needed
- Recruit members of the community as volunteers to assist with delivery of materials to homebound patrons

#### **Job Responsibility No. 2: Assist with the Books-To-Go program**

- Process the materials taken to Books to Go Outreach Stops
- Processing of holds to be delivered to community partner pick up locations
- Place holds to fill patron requests at Outreach visits
- Accurately and efficiently handle materials for the Outreach program
- Maintain records
- Semi-daily delivery of materials between branches

#### **Job Responsibility No. 3: Coverage of the Circulation Desk at All 3 Branches and Serve as PIC (Person in Charge)**

- As scheduling allows, fill in when there are circulation and youth services desk shortages in the different branches

- Serve as an Ozark Branch PIC (person in charge) during the day and some evenings

#### **Job Responsibility No. 4: Community Engagement**

- Work as a library liaison in the community to make connections to further develop library relationships to allow for library growth
- Assist with representing the library in the community through programing to populations in most need of library services
- Keep Administration aware of ever changing community trends

#### **Job Responsibility No. 5: Participation in Outreach and Youth Service Events**

- Coordination of materials needed for community and youth services events
- Go-to person for specialized community-focused projects and events
- Attend community outreach events in support of other staff members
- Work to promote the library in the community
- In conjunction with Youth Services staff, plan and present programs inside and outside of the library, including early literacy storytimes for community daycares and preschools

#### **Job Responsibility No. 4: Communication with Co-Workers & Administration**

- Effective, timely, thorough, and respectful communication with co-workers in various forms such as, but not limited to: verbally (in person and on phone), written (day notebook, email, message on lockers, etc.), and other forms as dictated by the situation
- Effective, timely, thorough, and respectful communication with Administration on the following topics:
  - Scheduling requests; Vacation or PTO submitted in writing via an email 4 weeks in advance
  - Absences, including whether or not employee is using leave for time missed
  - If there is an issue with a co-worker's performance
  - Procedural changes or issues
  - Policy changes or issues and other topics not addressed here
- Effective, timely, thorough, and respectful communication with IT on technological issues and use the IT Ticket document when appropriate

#### **Job Responsibility No. 5: Other duties as assigned**

- Open the library, as needed
  - Staff circulation desk , as needed
  - Count daily deposits, as needed
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