

LIBRARIAN (OUTREACH)

DEFINITION

Under general direction, performs work of a varied and professional nature including the planning and delivery of specific library services, the development and classification of a library collection, and reference and readers' services to specific user groups. Performs related work as required.

EXAMPLES OF DUTIES

Develops, plans, and implements outreach services to various target groups; selects library materials; develops and maintains community information; supervises circulation of materials; develops and recommends library policies and procedures; performs various cataloging functions; provides professional reference and readers' advisory services; maintains service and financial records; drafts grant proposals and administers grant-funded projects; develops and disseminates public information materials; may be appointed to act for the Library Director in her/his absence.

EMPLOYMENT STANDARDS

Education and Experience: Master's degree in library science from an American Library Association accredited program. Prefer experience in designing and implementing library outreach programs.

Knowledge, Skills and Abilities: Knowledge of library principles, practice, and techniques; knowledge of library automation, especially as it pertains to community information and community networks; knowledge of micro-computing word processing and spread sheet applications (preferably Windows); knowledge of the literature and practices in the field of library outreach; possess oral and written communication skills; ability to analyze and respond to community needs; ability to carry out library policies; ability to express oneself clearly and effectively, ability to plan and direct the work of others; ability to serve the public with tact and to work cooperatively with other staff.

Special Requirements: Must have access to reliable personal motor vehicle transportation, possess or be eligible for a valid Wisconsin driver's license and be eligible for certification as a Librarian I by the Division for Library Services, State of Wisconsin, Department of Public Instruction.