

Title: Programming & Outreach Librarian

Reports to: Assistant Director of Public Services

FLSA: Non-exempt (hourly)

Hours: Full-Time, 40 hours per week, to include daytime, and evening, and Saturday rotation.

Starting Wage: \$17.00/hour

Benefits Summary: KPERS Retirement, Aflac, BCBS of Kansas Health and Dental Insurance, Flexible Spending Account, Paid Vacation, Sick Leave and Holiday Pay.

Supervises: 2-3 FTE, including staff in programming and outreach

Post Offer Background Check Required

**JOB SUMMARY:** Coordinate and supervise programming and outreach activities with support staff. The position will serve as a member of the supervisory team at Dodge City Public Library, and will lead our efforts in creating, conducting and promoting programming and outreach for our community. Must be comfortable interacting with a diverse community and people of all ages and backgrounds.

**Library Competencies for all employees:**

- Provide excellent customer service to people of all ages and backgrounds
- Show commitment to customer satisfaction
- Develop and maintain positive relationships with internal and external customers
- Represent the library in a positive and ethical manner
- Show a capacity for grasping concepts and asking questions to gain further understanding
- Communicate effectively orally and in writing
- Effectively use computer/technology skills for the position
- Cross-train in other areas of the library as appropriate
- Work cooperatively with supervisors and co-workers
- Comply with library policies and procedures
- Comply with safety and security standards; keep the workplace safe and clean
- Show flexibility and adaptability

**Programming & Outreach Functions**

- Conduct and Create programming on a variety of topics including arts/crafts, STEM, current events, and more for Adults and Teens
- Work collaboratively with library staff to generate program ideas and coordinate development and delivery of programs to the public.
- Cultivate relationships with community members and organizations to garner feedback and potential partnerships.
- Ensures adherence to DCPL brand standards at outreach events.
- Identifies opportunities for greater community engagement and outreach.
- Seek outside sources of funding to accommodate a high level of programming for our community and exploring other grant sources.
- Coordinate and perform outreach duties in the community. Some events may take place outside library operating hours.

**Supervisory Functions**

- Supervise assigned programming staff, which includes 1 FTE Children's Programming Coordinator, and 1 FTE

Bilingual Services Coordinator.

- Publish and create promotional materials for programs and outreach, including posting to social media, online program calendar, and print promotion.
- Track program statistics for all programs, and compile them for monthly and annual reports.
- Serve as supervisor on duty one night per week and every third Saturday.
- Attend supervisor meetings on a regular basis.
- Manage program budget lines
- May coordinate work of other library staff as it relates to programming and outreach.
- Manage the calendar of events and outreach, including staff scheduling to ensure proper coverage.

### **Library Functions**

- Work scheduled shifts at library service points, including Main Customer Service desk, children's customer service desk, teen desk, and occasionally in the Kansas Heritage Center.
- Provide friendly, enthusiastic, and helpful library services to our patrons while working the public desk. This could include: reference questions, reader's advisory, technology.
- May assist with collection development efforts in areas of interest or expertise.
- Provide backup assistance as a supervisor.
- Understand and operate the automated circulation system
- Performs circulation desk tasks as needed. Checks materials in and out, registers patrons, processes overdue materials and renews library cards.
- Enforce Library Policies and Procedures equally for patrons and staff.
- Attends trainings and workshops as needed, which may include overnight travel.
- Performs other duties as assigned.

### **Education & Experience:**

- Bachelors Degree in related field required, Masters Degree in Library Science strongly preferred.
- 1-3 years of Public Library experience, including programming and outreach.
- At least 1 year supervisory experience
- Intermediate to expert computer software skills - Familiarity with office software, Canva, Adobe products.
- Must possess organizational and project management skills.
- Excellent oral and written communication skills, and the ability to work closely with a variety of individuals is essential
- Detail and deadline-oriented

### **Knowledge, Skills, & Abilities:**

Demonstrated ability to work independently and set priorities for multiple tasks; maintains confidentiality of library patron information; exercises good judgment, courtesy, and tact in dealing with public, vendors, and other town employees.

### **Physical & Mental Requirements:**

Work is performed in a library setting with occasional moderate noise. Must be able to walk, sit, stoop, reach, stand, talk, listen, and use equipment such as a computer, telephone, fax machine, and photocopier. Normal vision requirements. Must have the physical ability, stamina, mobility and manual dexterity to work outreach events, with some temperature extremes. Must be able to transport outreach equipment and assist with setup of canopy, tables, and other items.