



Adult Outreach Services Assistant

REPORTS TO: Outreach Services Coordinator
JOB CLASSIFICATION: 4
STATUS: Non-exempt
REVISED: 23 Mar 2020

BASIC FUNCTION:

Under the general direction of the Outreach Services Coordinator, the Adult Outreach Services Assistant performs specialized tasks related to the delivery of services and materials to library patrons off site. The Adult Outreach Services Assistant primarily works with senior citizens, patrons in retirement and long-term care facilities, or disabled patrons who are unable to utilize library services at a branch location. The Adult Outreach Services Assistant also provides reading materials for deposit collection at laundromats and other locations in the county. Duties require organization, independent judgment, and independent action. The Adult Outreach Services Assistant interacts with the public and other staff members.

The Library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

RESPONSIBILITIES:

- Assist in the Establishment, implementation, and evaluation of procedures for Outreach Services Department in coordination with Outreach Services Coordinator.
- Select and deliver materials to eligible individuals and participating institutions.
- Create and maintain delivery schedules with individuals and participating institutions.
- Prepare, develop, promote, and implement programming for participating institutions including book clubs, technology training, and other programs as needed.
- Act as a liaison to program directors, activity directors and managers at participating institutions.
- Promote outreach services including Book Buddy program, Talking Book Library, honor book program for laundromats and other locations, and standard delivery outreach services.
- Maintain an appropriate manual of department operations.
- Create monthly narrative and statistical reports of the position's activities.
- Lead and serve on committees as assigned by the Assistant Director.
- Perform other duties as assigned.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Bachelor's degree or combination of some post-secondary education and relevant work experience.

- Experience working with older adults, people with terminal/long term illness, and/or disabled persons is strongly preferred.
- Knowledge of library principles, practices, and the ability to put them into practice.
- Must be able to meet and maintain Kentucky Department for Libraries and Archives (KDLA) certification requirements.
- Extensive computer experience with standard office software, including Microsoft Office products, email, internet usage, apps, and mobile devices.
- Valid driver's license and satisfactory driving history. Personal transportation that can be used for business travel is required.

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.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder height, below the waist or lifting as required to file documents or store materials throughout the workday. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 30 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds) book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

The job description is not a contract between the Library and the employee. The Campbell County Public Library is an at will employer. The job description duties may be changed at the discretion of the Library and/or the Library may request the employee to perform duties that are not listed on the job description.

ACCEPTED BY:

Employee: _____ Date: _____

Supervisor: _____ Date: _____