



JOB DESCRIPTION

Job Title: Outreach Assistant

Pay Grade: 2

Classification & FLSA Status: Support – Non-Exempt SOC 43-4121.00

Summary: Performs a variety of clerical and library tasks related to outreach services, including bookmobile visits, homebound services, deposit sites, and other outreach events. Evening and weekend work required on a regular basis.

Supervised by: Bookmobile & Outreach Manager

Supervises: None

ESSENTIAL FUNCTIONS:

- Handles routine circulation functions for bookmobile and outreach and services as needed, including daily holds lists and search lists.
- Drives the bookmobile vehicle and/or other library vehicles.
- Travels to bookmobile sites, helping with site visits and patron functions.
- Delivers materials to outreach sites for Book Box Community Collections.
- Maintains statistics as required for outreach programs.
- Assists with outreach programming to rural areas.
- Provides information, reference service, and reader's advisory service to the public as a part of outreach services.
- Assists with the maintenance of the bookmobile and outreach collections.

OTHER JOB FUNCTIONS:

- Continues outreach services in the absence of the Bookmobile & Outreach Manager.
- Assist with promotion of library services at community events and parades.
- May be asked to perform an inter-branch run to deliver materials between library branches.
- Successful completion of competency training and annual competency testing.
- Other duties as assigned.

QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES: Must possess skills needed to deal with the public and library staff members in a consistently tactful and courteous manner as well as exercise initiative and independent judgment. Requires ability to handle clerical functions with a high degree of accuracy. Able to work effectively as a team member as well as independently and with minimal supervision, and to communicate effectively both orally and in writing. Computer experience and office skills required. Must have a Missouri driver's license and a good driving record. Ability to drive a large vehicle safely in both urban and rural driving environments. Must be able to work evenings and weekends.

EXPERIENCE AND TRAINING: Bachelor's degree. At least one year of experience in customer service or other public service position; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

DESIRABLE QUALIFICATIONS: Experience in public or academic libraries. Experience providing programs for children and adults.

PHYSICAL REQUIREMENTS:

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The work environment involves everyday risks or discomforts requiring normal precautions typical of such places as offices, meeting and training rooms, libraries, and commercial vehicles, i.e., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. The noise level in the work environment is moderately quiet.

Positions such as this typically require standing, walking, fingering, grasping, talking, hearing, and seeing. The work requires some physical exertion such as long periods of standing; recurring bending, crouching, stooping, stretching, reaching, or similar activities such as climbing up and down a ladder or step stool to retrieve and replace books; recurring lifting, moving, and/or distributing loads of moderately heavy items such as boxes up to 30 pounds; pushing carts (on wheels) of up to 150 pounds; and repetitive use of the wrist, forearm, and hands.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Employee is asked to sign a copy of his/her job description to acknowledge receiving a copy and being given an opportunity to review and clarify job duties.

Signature of Employee _____

Date _____

Last updated: DRAFT 1/31/2019