

## **POSITION DESCRIPTION**

**POSITION:** Community Engagement Specialist/Librarian

**LOCATION:** As Assigned

**CLASSIFICATION:** 3: Specialist I (Bachelor's) or 5: Librarian (MLS)

**FLSA STATUS:** Exempt

**CERTIFICATION:** minimum Bachelor's Degree; preferred LC3 or higher

**HOURS OF WORK:** Full-time/minimum of 40 hours per week. Evening and Saturday shifts will be required.

**WAGE:** Classification 3: \$17.48/hr Classification 5: \$21.84/hr

**BENEFITS:** As specified in the latest edition of the staff handbook or as amended by the Board of Trustees.

**DIRECT SUPERVISOR:** Community Engagement Coordinator

### **QUALIFICATIONS AND WORK SKILLS:**

1. MLS preferred or Bachelor's Degree in a related (education, communication, events/hospitality) field
2. Experience working with all ages (children, teens, adults, seniors)
3. Experience working with the community and/or community groups
4. Meets assigned deadlines; demonstrates good organization and time management.
5. Ability to communicate and work well with patrons and MPHPL employees.
6. Ability to work independently while exercising good judgment and decision making.
7. Demonstrates creativity.
8. Proficiency with electronic devices, computer applications, electronic resources and the ability to use library databases.
9. Ability to type accurately; excellent oral and written communication skills.
10. Experience managing projects
11. Valid driver's license and must be insurable by MPHPL; position requires frequent travel within the local area

The purpose of this position is to serve as an energetic and creative team member of the Community Engagement team. The Community Engagement team provides entertaining literacy and educational experiences to enrich the lives of our community. Through scheduled shifts on the service desk, community engagement team members also serve patrons in obtaining information and attaining reading enjoyment.

## RESPONSIBILITIES AND DUTIES:

- Coordinate, plan, promote, and implement existing and new library programs, events, and outreach activities for a variety of age groups with special focus on adults.
- Work closely with other Community Engagement team members to create makerspace programs for a variety of ages (including youth).
- Develop and maintain partnerships with external agencies to provide a broad range of programs and activities.
- Provide support for senior center outreach.
- Coordinate the library's participation in all ages and adult community events; occasionally partner with Youth Services to assist with youth/literacy-focused community events.
- Work internally to develop strategies for library programming and community engagement based on patron interest and demand.
- Complete program-related reports, maintain statistics, and analyze program performance.
- Provide exceptional patron service, including assistance with reading guidance, computer operations, and general library information.
- Staff the service desks as needed at any location.
- Maintain professional growth by attending work-related workshops, meetings, and conferences.
- Perform other tasks as assigned to ensure efficient library operations.

## PHYSICAL REQUIREMENTS:

Ability to pull a loaded book cart

Ability to lift and carry 30 pounds

Ability to frequently stand, bend or stoop to shelve books

Ability, stamina and balance to perform basic movements frequently (such as squatting, bending and stooping, marching, turning in circles, and lifting arms overhead)

Ability to sit while keyboarding or typing

March 2022