



JOB DESCRIPTION

CITY OF MOLALLA

Department: Library

Job Title: Programming and Outreach Librarian

FLSA Status: Non-Exempt
Department: Library
Union Representation: Unrepresented
Supervised by Library Director

Class Summary

Plans and implements programs in the Molalla Public Library Service area virtually and in person. Performs outreach to day care centers, Head Start, schools, the adult center, and other groups. Coordinates marketing and social media with other team members. Works under the direction of the Library Director.

Duties and Responsibilities

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

- 1) Organizes and directs the activities and programs throughout the Molalla Public Library service area.
- 2) Coordinates, collaborates, and schedules priorities, activities, and marketing with other library team members.
- 3) Works closely with the Molalla Library programming team to help achieve strong user engagement for the Library.
- 4) Works closely with the Molalla Library programming team, and librarians elsewhere, to create activities and programs.
- 5) Stays current on best practices for library programming and use of online platforms.
- 6) Coordinates social media and marketing with other team members. Monitors social media platforms and engages with users as appropriate.
- 7) Uses a wide variety of resources to produce consistent, high quality materials for print and online display.

- 8) Provides outreach to schools, daycares, homeschool groups, and other community providers of services, promoting library services and support for their programs.
- 9) Manages budget and grants.
- 10) Knows children's, young adult, and adult literature and makes recommendations and booklists. May be involved in the purchase of materials for the Library.
- 11) Assists educators with finding resources for their students.
- 12) Other duties as assigned.

The above description covers the most significant duties performed but does not exclude other occasional work assignments not mentioned.

Qualifications

REQUIRED

- Bachelor's degree and minimum of one year experience working in a library setting, or combination of education and experience.
- Budget management experience
- Computer knowledge and experience.
- Read, write, and speak English fluently.
- Valid Oregon driver's license.

PREFERRED

- Fluency in Spanish.
- Masters degree in Library Science (MLS) or Library and Information Studies (MLIS).
- Experience with programming and social media platforms.

Skills and Knowledge Required

- Ability to work with diverse cultures and ages.
- Ability to create, promote, and deliver quality programs in person and virtually.
- Ability to create and maintain a budget, including cash handling skills.
- Knowledge of best practices in all areas of the library.
- Ability to travel for outreach and meetings.
- Ability to promote positive public relations, and provide good customer service.
- Effectively communicate and interact cooperatively with coworkers, supervisors, contractors, and the general public to complete projects.

Work Environment

Job functions are performed at the library, in schools or other facilities, and occasionally at home. There is some travel for meetings or outreach. Hours include evening and weekend shifts.

Approved



Dan Huff, City Manager

Date

10-7-2021