



Lincoln Township Public Library

Job Description

Job Title: Program Associate/Librarian **Focus:** Outreach
Reports to: Library Services Manager
Supervises: None
Pay Range: \$14.00-\$21.00 (non-MLIS) \$18.00-\$25.00 (MLIS)
Status: Non-exempt; part-time, 32 hrs./week with limited benefits
This position is part of the bargaining unit.

Job Summary

We are looking for a curious, creative, and fun Program Associate/Librarian with a passion for connecting with people of all ages. Are you comfortable at busy public service desks? Is organizing a community health fair in your wheelhouse; do your programming interests range from recycling tips to doing story times at community festivals?

The Lincoln Township Public Library's mission is to enrich lives, inspire curiosity, and strengthen our community through the power of knowledge. Successful candidates can measure, evaluate, and communicate the library's impact in an exciting, meaningful, and fun way!

We support continuous learning and professional development for employees to encourage growth. Under direction of the Library Services Manager, the Program Associate/Librarian develops and implements programs, services, and performs outreach, addresses various literacy needs and promotes relevant library services both in the library and on the go!

Duties & Responsibilities

1. Provides excellent customer experiences by offering outstanding reference and reader/media advisory.
2. Provides a diverse range of professional library services including planning and presenting dynamic learning-based library programs, classes and events in the library and out in the community, collection development, staffing the desks, instructing library members in the use of electronic and print resources, and a variety of related tasks.
3. Coordinates with community partners in identifying and addressing community health and social service needs.
4. Schedules book van stops with community partners.
5. Drives the book van to specified locations according to the predetermined schedule.
6. Mentors Circulation Clerks and library volunteers.
7. Keeps the interior of the library's vehicle clean and orderly.
8. Ensures the book van is in good working order by performing daily inspections, refueling the vehicle regularly, and reporting any mechanical issues to their Manager/Director.

9. Assists patrons of all ages with basic troubleshooting of standard software products, operating systems, browsers, and other technologies associated with library services (including handheld devices, laptops, tablets, 3D printers, etc.)
10. Engages and collaborates with all community organizations or library stakeholders.
11. Maintains confidentiality and uses appropriate judgment in handling information and records.
12. Does some collection development: ordering books and weeding materials.
13. Must be available to work evenings and weekends for special events.
14. Create exciting and engaging displays to increase participation.
15. Perform other related work as required or assigned by supervisor.

Education, Experience and Training

- MLIS or MLS from an ALA-accredited school preferred or two years of relevant experience.
- Must possess a valid Michigan Drivers' License & ability to safely operate a library vehicle.
- Must pass a background check and obtain driving record with clean driving record- no accidents or other major driving violations.
- Ability to work both independently and as a collaborative team player.
- Able and willing to work a flexible schedule, including evenings and weekends.

Job Requirements

1. Strong organizational, time-management, and interpersonal skills.
2. Effective verbal and written communication skills. Must be able to read, write, and understand the English language.
3. Computer skills and visual acuity are necessary to effectively access and read information on the computer. Must be comfortable using email, performing internet and online database searches, and utilizing basic office software including word processing and spreadsheets.
4. Physical ability to push/pull fully loaded book carts weighing up to 70 pounds, retrieve or place materials above shoulder or below knee level, and lift/carry materials or furniture that typically weighing 25-35 pounds.
5. Ability to work under limited supervision, exercising latitude in judgment to determine work methods and results.
6. Ability to operate a variety of library equipment including a computer, multi-line phone system, cash register, printer, scanner, fax and copy machine and other equipment as added or required. Requires hearing ability to answer telephone and patron inquiries.

7. Ability to enforce library policies and make sound judgment decisions when necessary.
8. Ability to prepare presentations and speak in front of groups.
9. Able to identify networking opportunities and communicate with others in the profession.
10. Willingness to maintain skills in above-mentioned areas through active participation in professional learning opportunities.
11. Ability to work in situations with multiple deadlines and work under pressure.

Working Conditions

1. Generally, they will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust or noise. Also works in outdoor environments during outreach.
2. Interactions with the public may include situations with upset members of the public and/or private representatives when interpreting and enforcing library policies and procedures.
3. Occasional travel is required to attend meetings, workshops, and conferences as needed.
4. Work hours may be varied and may include evenings and weekends.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties. Other duties may be assigned.

Reasonable accommodation may be made for qualified candidates with substantial impairment who can perform the position's essential functions.