



Job Title: **Outreach Services Librarian (part-time)**  
Department: Outreach Services  
Reports to: Outreach Services Department Head  
Supervises: N/A  
FLSA Status: Non-Exempt  
Pay Grade: 4  
Job Classification: Librarian I

### **OVERVIEW:**

The Hussey-Mayfield Memorial Public Library has a long history of providing innovative, life-enriching services to the growing communities of Zionsville and Whitestown, Indiana. Our staff embraces cutting-edge technologies, develops modern amenities, and offers personalized, up-to-date services. We promote collaborations and foster knowledge and entertainment throughout the community.

We are an Equal Opportunity Employer.

### **JOB SUMMARY:**

Under the general supervision and direction of the Outreach Services Department Head, this role performs a variety of circulation, programming, and clerical functions to assist the Outreach Services Department with providing the public access to the library's materials and services in a friendly manner. Loads, unloads, stocks, and drives the Bookmobile. Offers offsite programming and provides excellent customer service to outreach patrons. Performs basic inspection and maintenance of the Bookmobile to ensure proper vehicle performance and safety. Hours: 20/wk.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Conducts offsite library visits with the bookmobile and provides services including card registration, providing library materials for browsing or reservation pick-up, providing reference and reader's advisory services, offering offsite programming, and making deliveries to designated facilities and locations.
- Assists with maintaining the library's equipment and vehicles, reports maintenance issues, and ensures Library outreach vehicles and equipment are safely stored and protected while not in use.
- Participates in offsite community events to promote the Library and Outreach Services.
- Provides excellent customer service and cultivates a patron-focused culture within the department.
- Keeps knowledge current of collection, events, and processes of the Library as a whole.
- Drives the Bookmobile to various locations as indicated by the schedule and to the auto shop for repairs and preventative maintenance.
- Performs outreach programming, such as story times and senior programming.

- Follows all applicable laws and safety requirements while driving.
- Attends staff and department meetings; may take meeting minutes.
- Performs other duties assigned to position to ensure effective and smooth continuity of operations and transactions in the best interest of the Library.

#### **NON - ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Records statistics relating to the Outreach Services Department.
- Communicates with supervisor and other staff to give input and ideas related to serving the community through outreach, programming, and partnerships.
- Maintains a fun and exciting atmosphere on the Bookmobile by routinely creating displays or otherwise decorating with library themes.
- Assists with staffing public service desks within the Library's facilities.

***The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. There may be other duties as assigned.***

#### **EDUCATION, WORK EXPERIENCE REQUIREMENT AND PREFERENCES:**

- Required: Bachelor's Degree from an accredited college or university.
- Required: 1 year or more experience working with the public.
- Required: Proficiency in Windows and Microsoft Office Suite (Word, Excel, PowerPoint and Publisher).
- Required: The ability to quickly learn and/or adapt to new software and technology.
- Required: Valid U.S. driver's license, in good standing, or the ability to attain one within 1 month of hire.
- Required: Excellent driving skills
- Required: Ability to pass a standard criminal background check and driving record check
- Preferred: 1 year of library experience and library course work with the ability to earn an Indiana Public Library Librarian Certification Level 6 or higher.

#### **PHYSICAL DEMANDS:**

- **Rarely:** climbing, crawling, sitting for extended periods.
- **Occasionally:** driving
- **Frequently:** moving book carts up to 300 lbs., lifting and/or moving items up to 100 lbs. (team lift for items 75 lbs. or more), reading, writing, eye-hand coordination, standing, sitting, squatting, bending, pushing, and pulling.

#### **WORK ENVIRONMENT:**

The work environment consists of both indoor work (in an office/library) and outdoor work (in all weather conditions). This role is often traveling on the road too.

***The job candidate must be able to perform each essential function satisfactorily, either with or without a reasonable accommodation.***