

## **ADAMS COUNTY PUBLIC LIBRARY**

### **SECTION 2.841 – ADULT OUTREACH SPECIALIST** (revised 6/10/2015)

An adult outreach specialist coordinates outreach activities to adults with needs ranging from employment to senior citizens as well as local businesses and community organizations. The specialist also facilitates the work of public service teams in one or more buildings and cooperates with other district staff in planning and implementing programs for adults.

#### **Qualifications, demonstrated knowledge, skills and abilities:**

- Bachelor's degree with training in communication and collaboration.
- Knowledge and skills in team development and the facilitation of team processes.
- Demonstrated behaviors that match the library's core values: positive approach, dependable, team-oriented, and professional with leadership qualities.
- Creative; proficient with computers; works well with people.
- Ability to communicate effectively and concisely, orally and in writing.
- Mobility to maneuver loaded book trucks and stand for extended periods of time.
- Adequate strength to move boxes, furniture or equipment and lift 40 pounds.
- Ability to stoop and stretch in order to retrieve or shelve materials on 7 ft. shelving.
- Ability to maintain emotional balance in all types of situations.
- Have or able to obtain a valid driver's license and access to reliable transportation

#### **Responsibilities and duties:**

- Coordinates outreach to adults and mentors team members in support of these services.
- Facilitates the work of public service teams to promote efficient library operations.
- Coordinates implementation of the Ohio Project Compass program for the unemployed.
- Works with nursing homes and homebound to facilitate adult access to library resources.
- Facilitates access to resources for local businesses and governmental agencies.
- Cooperates with other district staff in planning and implementing programs for adults.
- Makes recommendations for the management of library collections for adults.
- Complies with policies and performs duties in a courteous, pleasant and efficient manner.
- Maintains knowledge of library procedures, including opening and closing routines.
- Participates in routine library tasks such as circulation, shelving, and interlibrary loan.
- Assists borrowers in finding information, answering questions, and placing holds.
- Maintains a working knowledge of computers and instructs patrons in usage.
- Participates in continuing education to foster professional and personal development.
- Keeps informed of trends, issues, and professional concerns in public libraries.
- Participates in early and late shifts as well as weekend shifts where necessary.
- Performs other duties as requested by the executive director.
- Presents Adams County Public Library, its staff and services, in a positive manner.

**Supervision exercised:** Public service staff

**Supervision received:** Executive director or designee.

**Classification:** Associate; salaried; nonexempt.

**Schedule of hours:** Hours vary and may include evening and weekend hours.

**The above statements are intended to describe the general nature and level of work, which is to be performed by personnel under this job classification. The statements are not intended to be an exhaustive list of all responsibilities and duties that might be required of persons assigned to this position.**