

**James V. Brown Library
Position Description**

The James V. Brown Library is the place to go to Learn, Connect and Grow

Job Title: Youth Outreach Professional	Department: Outreach
Classification: Professional II	Reports To: Collections, Tech Services & IT Director
FLSA Status: Non-Exempt	Date Approved: March 2024

This position description is unique to your job title. There are requirements of being an employee of the James V. Brown Library that apply to every staff member. You are expected to treat everyone, be it co-workers or patrons, with respect. You are always a representative of the Library and as such be an advocate of the Library. The Library will continue to change, grow, and evolve; be onboard. Be a good communicator and share ideas and concerns with your supervisor, coworkers and staff. Always look for solutions.

This position description is not meant to be all-inclusive. There may be other duties assigned that fit within the overall responsibilities of each individual's job.

Summary: Youth Services Outreach Professional works to expand library service in Lycoming County and manages the day-to-day operations of the Storymobile. This position works to identify and promote services that move beyond the library walls.

Supervises: N/A

Committee Responsibilities: N/A

Essential Duties and Responsibilities: The following list is representative of the typical duties and responsibilities performed. The employee's actual duties and responsibilities may vary slightly depending on department needs and individual assignments.

- As part of the Outreach Department, the employee actively plans, promotes, and implements outreach services to Lycoming County residents.
- In conjunction with the Outreach Services Manager and Director, works actively to select, evaluate, and create relationships with institutions and their stakeholders as outreach stops.

- Creates a schedule for the vehicle to be open at stops for at least 20 hours per week (not including travel time) in keeping with Pennsylvania library laws.
- Maintains calendar of visits, mechanical service appointments, and special events.
- Keeps stakeholders informed about services, including regular visits or changes due to weather or mechanical issues, etc.
- Under the direction of the Programming and Youth Services Director, assists in the promotion and implementation of the Summer Learning Program.
- Maintain expert knowledge of the integrated library system (ILS).
- Manages the day-to-day operation of the Storymobile:
 - Responsible for providing service to Storymobile stops, including circulation duties, programming, and shelving/care of the collection, which rotates seasonally.
 - Ensure routine vehicle maintenance is completed on a timely basis.
 - Works with Fleet Director to maintain required paper work on vehicle to ensure compliance with DOT regulations, ie. inspections, safety checks, medical certifications, operation manuals, warranties.
 - Provides basic care of the vehicle, including car washes, fuel levels, and cleanliness inside.
 - Maintains knowledge of and implements policy and procedure.
 - Recommends items for purchase based on the needs of the community.
- Attends at least four special events yearly, based on community needs. These events may occur outside of regularly scheduled hours.
- Provides support for other outreach vehicles as necessary.
- Regularly works at a JVB public service desk.
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Education Required: Bachelor's degree from an accredited college or university. Coursework in Library Service or Early Childhood Development is preferred.

Experience and Qualifications: A valid Pennsylvania driver's license is required and the ability to obtain Act 35 clearance. A PA driver license MVR will be run on an annual basis. All library employees must have PA background, FBI Fingerprint, and Child Abuse Clearances completed before they begin.

Two years of previous library experience is preferred but not required. Should possess a thorough understanding of the role libraries play in the educational arena and as a community agency for successful families.

Must be able to demonstrate proficient organizational and expressive customer service skills (i.e., "people skills"). Proficient computer skills are also a must, including but not limited to Word processing, internet, and email.

Working Conditions and Physical Demands:

The physical demands described below are representative of those that must be met in order to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties and responsibilities of this position, the employee is regularly required to speak and hear at a conversational level; conduct repetitive motions with arms and hands, including handling objects; stand and sit for long periods of time; move materials within and to and from the vehicle, as well as between floors of the approximately 30,000 sqft building; lift and move up to 10 pounds; reach, stoop, kneel, and crouch. The employee is also frequently required to lift up to 50 pounds, and to push and maneuver wheeled carts bearing 50 pounds of materials.