

**DODGEVILLE PUBLIC LIBRARY
ASSOCIATE LIBRARIAN – OUTREACH COORDINATOR
POSITION DESCRIPTION**

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

GENERAL PURPOSE: The Outreach Coordinator develops and maintains partnerships with community organizations, educational institutions, healthcare providers, employers, and workforce development agencies to identify community needs and connect residents with library resources and services. This position expands the library's role as a community hub by coordinating outreach activities and programs that support health and wellness, workforce development, continuing education, digital literacy, and lifelong learning. The Outreach Coordinator supports the library's mission and vision by promoting services, assists with technology and information needs, and provides excellent customer service to individuals of all ages and backgrounds. This position is accountable to all applicable Library and City of Dodgeville policies and procedures.

LINES OF SUPERVISION: This position is supervised by the Library Director. This position may act as staff-in-charge and may oversee staff at times, but does not directly supervise other staff.

POSITION CLASSIFICATION: Part-time, non-exempt (hourly), 20 hours per week. Position includes prorated benefits in accordance with City and Library personnel policies.

Pay range is \$18 - \$22 per hour depending on experience.

EXAMPLES OF WORK PERFORMED:

- Develops and maintains partnerships with community organizations, healthcare providers, educational institutions, businesses, and workforce development agencies to identify community needs and expand access to library services.
- Coordinates and represents the library at outreach events, community meetings, speaking engagements, and other functions to promote library resources and services.
- Manages the library's Job Pod and provides assistance with job searching, resume development, online applications, digital literacy, and continuing education resources.
- Plans, promotes, and presents programs, workshops, and events that support workforce development, health literacy, lifelong learning, and community engagement.
- Provides reference, technology assistance, and instruction on library resources, databases, digital tools, and emerging technologies.
- Serves as a resource in assigned service areas and assists with collection development activities, including selecting, evaluating, and weeding materials.
- Collaborates with library staff and community partners to develop programs, services, displays, and promotional materials.
- Assists at public service desks, providing customer service and support for daily library operations.
- Maintains records, statistics, and reports related to outreach activities, partnerships, programs, and services.

- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.
- Ability to understand and apply policy in new situations
- Comfortable using computers and common office equipment
- Desire to help others
- Ability to understand and perform routine library procedures.
- Ability to maintain staff and patron confidentiality.
- Willingness and ability to adopt and use new technologies
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
- Willingness and interest in continual improvement.
- Working knowledge of English grammar and spelling.

TOOLS AND EQUIPMENT USED

- Frequent use of personal vehicle for offsite work
- Computer equipment and software, including: Microsoft Office, Google Suite, Canva, and other web-based systems.
- Web-based controls for building and use scheduling
- Common office equipment
- New technology as it emerges.

EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree
- Valid driver's license
- Previous experience in management and customer service is desired; previous experience in libraries is preferred.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to work in close proximity to others.
- Ability to bend, twist, and reach.
- Far vision at 20 feet or further; near vision at 20 inches or less with corrective lenses as needed.
- Finger work: keyboarding, writing, filing, sorting, shelving, and processing.
- Handling: processing, picking up, grasping, and shelving materials.
- Lifting and carrying: 40 pounds or less.
- Pushing and pulling: objects weighing 300-400 pounds on wheels.

- Sitting, standing, walking, climbing, stooping, kneeling, and crouching.
- Talking and hearing; use of telephone and ability to hear standard conversation.

MENTAL REQUIREMENTS

- Ability to apply technical knowledge.
- Ability to notice and respond appropriately to the emotions of others.
- Ability to comprehend and follow instructions: effectively follow instructions from supervisor and/or staff-in-charge, verbally and in written form.
- Ability to deal with abstract and concrete variables.
- Ability to interpret technical regulations and instructions.
- Communication skills: effectively communicate ideas and information both in written and verbal form.
- Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without aid of a calculator.
- Reading ability: effectively read and understand information contained in memos, procedures manuals, emails, reports, etc.
- Time management: set priorities in order to complete daily tasks and meet special assignment deadlines.
- Ability to work with interruptions.

ENVIRONMENTAL/WORKING CONDITIONS

- Flexible and sometimes varied work hours; with some evening and weekend shifts required.
- Frequent local travel in personal vehicle
- Mainly indoor work environment with occasional outdoor work to support library programming needs.
- Exposure to dust.
- Potential for exposure to mold, mildew, or other potential allergens.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check. Job-related tests may be required.