

## FRASER VALLEY REGIONAL LIBRARY

### JOB DESCRIPTION

**JOB TITLE:** L2 - Community Outreach Librarian

**October 12, 2011**

**JOB CLASSIFICATION:** Pay Grade 14 (to be reviewed)

#### **FUNCTION:**

Under the general direction of the Director of Client Services, the Librarian 2 - Community Outreach Librarian is responsible for the planning, implementation and delivery of a mobile library outreach initiative to communities throughout the Fraser Valley. Establishing and developing partnerships with community-based organizations will be an integral part of the role. This includes significant travel time to FVRL communities. This position is also responsible for basic financial reporting, project management and developing recommendations for a start up strategy for this new literacy initiative.

#### **WORK PERFORMED:**

1. Develops and implements goals, objectives and procedures for the community outreach mobile library initiatives.
2. Provides leadership and guidance by creating the strategy and implementation plan for delivering community outreach library services to FVRL communities. Communicates and interprets FVRL policies, procedures and information to our customers.
3. Plans, implements, measures and evaluates community outreach services and programs for adult, youth and children in FVRL communities.
4. Participates in teams that recommend best practices to the Director of Client Services to ensure the efficient, effective and economical delivery of services.
5. Develops strong partnerships within the FVRL communities and with Library Managers and staff in FVRL.
6. Develops and implements quality programs and services through leadership, guidance and communication both independently and in conjunction with local information services staff to meet community needs.
7. Solicits and conveys information from/to Library Managers, staff, senior management and other groups.
8. Provides reference, information, and readers' advisory services using a variety of electronic and print information sources.
9. Performs administrative duties including scheduling, assignment of daily duties, writing reports, and statistical reporting.

10. Assists in selection, including children's, youth and adult reference materials, collection maintenance, and weeding and discarding of library materials consistent with FVRL collection development guidelines.
11. Allocates, monitors and reconciles specific budgets, and makes recommendations for equipment and project budget items.
12. Promotes the library through community liaison, tours, group presentations, and programs. Develops promotional and resource material in collaboration with MarCom staff.
13. Performs circulation duties, responds to public and staff queries and resolves problems.
14. Uses a variety of equipment such as wireless computer, printer, sound system, etc.
15. Performs other related duties as assigned.

**RELATIONSHIPS:**

- |    |                  |   |   |
|----|------------------|---|---|
| 1. | Supervisor       | Direct:   | Director, Client Services   |
|    |                  | Advisory:   | Director of IT and Support Services<br>Director of Corporate Services<br>Manager of Support Services<br>Customer Service Specialist   |
| 2. | Staff Supervised | Direct:   | None  |
|    |                  | Advisory:   | Library Manager<br>Community Librarian<br>Information Services Supervisor<br>Information Services Librarian<br>Library Operations Assistant<br>Librarian Technician<br>Page |
| 3. | Other            | Frequent contact with FVRL staff, the public and community organizations. |   |

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to develop and maintain effective working relationships with library staff, the public, community/municipal agencies, and external service providers in the provision of quality library services.
2. Demonstrated knowledge of and proficiency in children's literature, readers' advisory, reference search strategy/interview techniques and programming.

3. Demonstrated knowledge of public library programs, resources and services.
4. Highly skilled at public speaking and making presentations.
5. Demonstrated ability to prepare and maintain reports, correspondence, statistics, procedure manuals and records.
6. Strong interpersonal, oral and written communication skills.
7. Ability to carry out job functions with flexibility, creativity and initiative.
8. Demonstrated ability to work with large groups of people.
9. Understanding of automated library systems and a demonstrated proficiency in the use of electronic resources.
10. Ability to perform physically demanding duties.
11. Strong organizational and project leadership skills.
12. Experience in driving a large van.

**EDUCATIONAL REQUIREMENTS, TRAINING AND EXPERIENCE:**

1. Master's Degree in Library Science from an ALA accredited library school or equivalent library degree.
2. Justice Institute of BC – Foundations of Effective Management Certificate supervisory program (14 credit days), or equivalency.
3. Combination of two years work related and on the job experience.
4. Valid B.C. Driver's Licence.
5. National Safety Transportation Board training may be required.
6. Criminal records check is required for positions delivering programs to children and young adults.
7. Will be required to provide FVRL with a drivers abstract.
8. Will be required to have a driver's assessment and take re-training if necessary.