

OUTREACH ASSOCIATE

Full time position available at Main

Class: LS
Status: Non-Exempt

Boone County Public Library is seeking a dynamic, motivated individual for the position of Outreach Associate. Under the general direction of the Outreach Manager, the Outreach Associate performs tasks associated with operating and providing library services including reference and general readers' advisory for our community. The Outreach Associate interacts extensively with outreach customers as well as directors/event planners at retirement homes, nursing homes, and any facility serving the community and other staff members. This full time position (40 hours per week) will work days and occasional evenings and weekends.

As an Outreach Associate, a typical day may include the following...

- Works as a part of the outreach team in delivering services to the homebound, as well as to a broad array of library customers
- Interviews and selects appropriate library materials needed for the outreach customers
- Maintain records of materials for outreach users and answers questions regarding customer accounts, library programs and services, and library policy and procedures
- Delivers library materials to people's homes and other community stops and returns finished materials to the library
- Promotes positive image of the library through all contacts with the community
- Drive library vehicle to prearranged locations or personal vehicle if necessary
- Assist Outreach department with programs and presentations
- Provide general customer service
- Check library materials in and out
- Register new library customers and maintain outreach customer accounts
- Perform general clerical duties including filing, word processing, and recording statistics
- Other duties as assigned

This job maybe a good fit for you if you have...

Two years post-secondary education in a related discipline

1-2 years related work experience **OR**

Combination of related education and experience will be considered that will provide the required knowledge, skills and abilities

OTHER REQUIREMENTS

Ability to deal tactfully and effectively with the public and with other staff members

Ability to work under general supervision, also requiring work to be performed independently

Ability to operate a large motor vehicle

Valid driver's license and good driving record

Travel to various sites within Boone County (branches, schools, nursing homes, community centers and homes, etc

Working knowledge of standard reference resources and materials

Excellent interpersonal and communication skills both verbally and in writing

Ability to understand and follow verbal and written instructions

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Ability to do repetitive tasks with speed and accuracy
Ability to adhere to prescribed routines
Proficiency with computers, the Internet and various software programs

PHYSICAL DEMANDS

Light to medium work (lifting, pushing or pulling 20-50 lb. maximum)
Reaching, bending, kneeling, climbing and crouching to replace library materials, empty bins and boxes, etc
Carrying or otherwise moving boxes/materials into and out of various buildings and vehicles
Operating computer and library office equipment
Visual Acuity sufficient to identify materials on shelving up to 90 inches in height and to read primarily typed or printed text in a variety of font and sizes
Handling and manipulating library materials, such as pages, cards, forms, etc.
Handling library vehicle in heavy traffic and on narrow and/or winding roads

What we have to offer...

\$14.00 per hour, Salary commensurate with education/experience. Excellent benefits package, which includes medical, dental and vision coverage at no cost to employee, generous time off plan and participation in the County Employees Retirement System.

If you have what we're looking for in this position, send cover letter, job application and resume to:

Human Resources Director
Boone County Public Library
1786 Burlington Pike
Burlington, KY 41005
E-mail: jobs@bcpl.org
Fax 859-689-0410

Position will remain open until filled.