

	City of Toledo Part-time Bilingual Adult Outreach Librarian Job Description	
	Salary Range: \$16.43 - \$19.05	Department: Library Department
	Classification: Not-exempt	Supervisor: Library Director
	Representation: Represented	Location: Library Department

General Roles and Responsibilities

The City of Toledo is seeking a dedicated and professional individual to fill the position of Part-time Bi-Lingual Adult Outreach Librarian. This person is responsible for coordinating educational and recreational services for the adult population in our community. The programs include the Adult Summer Reading Program, book clubs, computer literacy, and more. He/she/they will also perform a wide range of duties at the Front Desk assisting patrons. Tasks may include selecting and maintaining library materials and furnishing reference, bibliographical, and readers' advisory services, working with online information systems to access information, assist and instruct patrons at computer workstations or one on one tutoring with technology questions as needed.

Essential Functions

- Promote/market adult programs within and outside the Library
- Maintain a strong social media presence, including regular posting on the Library's Facebook page and website, and other media such as Instagram and Threads
- Deliver services in English and Spanish while maintaining high standards for quality and cultural competence of service delivery
- Provide administrative support as needed
- Write and skillfully manage grants
- Partner with key organizations to serve adults and families
- Travel to meetings, trainings, and events held away from the library
- Collect and report statistics and stories around adult programming/outreach effort
- Serve as a liaison to community groups, organizations, and agencies with enthusiasm
- This position requires team work including with volunteers
- Must have reliable transportation

The position will report to the Library Director.

Knowledge and Skills Required

- Exude confidence in leading others
- Keep accurate statistics
- Maintain good relations with other staff in a team-oriented environment
- Ability to see the "big" picture of the library
- Experience working with adults in various environments
- Competent computer skills required

- Knowledge of Microsoft Office, basic computer troubleshooting, and other emerging technology
- Strong written and verbal communication skills
- Ability to adjust work priorities as needed
- Maintain confidentiality of library patron information
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions
- Ability to work within budgetary constraints.
- Knowledge of, abide by, and enforce all library policies

Preferred Education:

- An AA or higher in Library Sciences, Applied Humanities, Education, Ethnic Studies, or Liberal Arts.

Minimum Experience

- Preferred at least two years of progressively responsible experience in adult programming.

An equivalent combination of experience and education which demonstrates the knowledge, skills, and ability to perform the essential duties of the position will be considered.

People of any racial and ethnic group, LGBTQIA2S, women, older adults and any other under-represented group are encouraged to apply. Reasonable accommodations will be made to enable individuals with disabilities to perform this job.

Skill & Ability in:

- Proficient in Microsoft Word, Excel, and various other Office programs
- Excellent verbal and written communication skills in the English and Spanish language.
- Establishing priorities and organizing own workload
- Ability to fit into the team

Primary/Essential Responsibilities

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

This person is responsible for coordinating educational and recreational services for the adult population in our community. The programs include the Adult Summer Reading Program, book clubs, computer literacy, and an out-of-the-box arts and crafts series. She/they/he will also perform a wide range of duties at the front desk, assisting patrons. Tasks may include selecting and maintaining library materials and furnishing reference, bibliographical, and readers' advisory services. Work with databases and information systems to access information. Assist and instruct patrons at computer workstations or one on one tutoring with technology questions as needed.

Employee Benefits

Per the Toledo collective bargaining agreement and the Personnel Policy.

Working Conditions

The work environment characteristics are usual office working conditions: noise level in the work area is typical of most office environments with telephones, frequent interruptions, and background noises. Often

Physical Requirements

List any physical requirements here (e.g. lift up to 15 pounds daily, weekly; sitting at a desk; work outside in weather, etc.). If applicable, attach a physical requirements form.

Additional Information

Essential competencies of this job are described under the headings above. They may be subject to change at any time. 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. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

Work hours

Regular part-time position scheduled for 20 hours per week Tuesday – Saturday between 9 am and 5 pm. Position must also be available after hours for events. You will be able to flex your schedule as needed.

Adopted August 2, 2023