



**REVISED
POSITION VACANCY NOTICE
City of Ketchikan**

Date: November 21, 2018

SPECIFICS

TITLE: Librarian - Outreach			
DEPARTMENT:	Library	DIVISION:	Outreach
STATUS:	Regular Part-time	HOURS/DAYS:	Wednesday 11 am – 8 pm Thursday & Friday 9 am – 6 pm
GRADE / STEP:	349 A - K	DUTIES:	See attached job description
HOURLY:	\$21.61-\$25.07/ Hr. DOQ	UNION STATUS:	YES

SPECIAL REQUIREMENTS:
A Bachelor's degree from an accredited college or university; two years of library experience. Specialized work with older adults and correctional institutions is desirable. Possession of a valid driver's license required.

ADVERTISING REQUIREMENTS

POSITION IS OPEN UNTIL FILLED

WHERE: Local Only Statewide Pacific NW National

PUBLICATIONS: Ketchikan Daily News; Job Service; City Website

APPLICANT PROCESSING INSTRUCTIONS

**FOR JOB APPLICATION AND COMPLETE JOB DESCRIPTION:
HUMAN RESOURCES (907) 228-5631 OR ON-LINE AT <http://www.ktn-ak.us/jobs>**

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

LIBRARIAN - OUTREACH

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, administers, develops, and promotes library service to the Ketchikan correctional center, long-term care and senior centers, and individuals who are not able to come to the Library.

The Library is dedicated to the informational and recreational needs of the community. The Librarian - Outreach contributes to this mission by extending library services to outside agencies and institutions, as well as homebound persons. The Librarian - Outreach must perform these duties in a manner that reflects positively on the City and the Department, and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the Department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develops, administers, supervises, and coordinates the budget, programs and activities of the outreach program.
2. Delivers library materials to people who are unable to access the library, including homebound, institutionalized, senior, and incarcerated patrons.
3. Provides reference and reader's advisory service for outreach patrons; selects donated newspapers and magazines for delivery to the Correctional Center and senior centers.
4. Maintains magazine and newspaper subscriptions for the outreach program.
5. Acts as the local coordinator for the Alaska State Talking Book Program.
6. Maintains a collection of large print materials; acts as a local liaison for the acquisition of special materials for the blind and physically handicapped.
7. Develops, promotes, and delivers library programs, including presentations, library visits, and book discussions for outreach patrons and institutions; schedules patron visits.
8. Submits grant applications and reports for the outreach program.
9. Processes new materials and mends existing materials.
10. Writes monthly reports and attends staff meetings; keeps circulation statistics.
11. Performs duties of a Library Assistant, with regularly-scheduled shifts on the library circulation desk.
12. Occasionally writes a library-related column for the newspaper.

CITY OF KETCHIKAN
Librarian - Outreach (Continued)

13. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a library.
Principles, practices, procedures, and terminology of a library.
Principles of supervision.
Procedures for processing library materials.
Basic principles and practices of budget preparation and administration.
Book conservation and repair techniques.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Operating characteristics and care for a variety of library equipment including computers, typewriters, printers, copiers, and microfilm/ microfiche machines.
Bibliographic and research methods and techniques.
Principles and techniques of customer service.
English usage, spelling, grammar, and punctuation.
Dewey Decimal classification system.
Popular literature.

Ability to:

Provide assistance and respond appropriately to requests and inquiries from patrons.
Effectively present information in person or on the telephone or via email.
Perform a variety of library support duties and activities.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Maintain accurate and complete records and files.
Work independently in the absence of supervision.
Communicate effectively with seniors, teens, children, and inmates.
Pass security clearance for entrance into the correctional facility.
Drive a motor vehicle in a variety of weather and road conditions.
Move or carry heavy books, DVD's and other materials in all weather conditions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university. A Master's degree in library science is desirable.

Experience:

One - two years of library experience and experience working with older adults and correctional institutions is desirable.

License or Certificate:

Possession of a valid Alaska driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard library setting, with travel from site to site and exposure to all weather conditions; regular interaction with directors and personnel of outside agencies, and organizations, as well as patrons outside the reach of general library service.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to regularly stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 3-49
Job Position Code: 38530
Union: Yes/GGU
FLSA: Non-Exempt
Date Approved: April 1, 1990
Date Amended: March 11, 1997
Date Amended: June, 2007 (*Johnson & Associates*)
Date Amended: November, 2018

Human Resources Manager Approval

City Manager Approval