

Circulation, Programming, and Outreach Librarian

General Statement of Duties

The Circulation, Programming, and Outreach Librarian is responsible for overseeing all aspects of circulation, public services, programming, and outreach.

Responsibilities include helping to improve service availability and quality, consistent with library policies. Other responsibilities include keeping current with new technologies, planning development opportunities for less senior staff, and engaging in regular professional development.

Regularly scheduled evening and weekend work is expected. This position is non-exempt from Fair Labor laws.

Supervision Received

The Circulation, Programming, and Outreach Librarian is supervised by the Library Director.

Supervision Exercised

The Circulation, Programming, and Outreach Librarian is responsible for overseeing part-time circulation assistants, pages, interns, and volunteers. The Circulation, Programming, and Outreach Librarian manages the library in the absence of the Director and Technical Services Librarian.

Experience and Training

This position requires an ALA-Accredited MLS (or to be completed within one semester of hire) or an equivalent combination of experience where one year of full-time relevant experience in a library equals one year of schooling.

Approved March 21, 2017