

Librarian Assistant- Outreach Specialist

The Liverpool Public Library is seeking an energetic and forward thinking candidate to serve as a Librarian Assistant, Outreach Specialist. The candidate will seek out and encourage community partnerships with local organizations and businesses, as well as execute off site programming when needed. This position reports to Jen Tolley, Mobile Services Coordinator.

What you will do:

- Collaborate with existing partners and seek future partners to provide service and/or promote the library, including but not limited to underrepresented communities, home delivery, senior facilities, special populations, and the business community
- Take programs outside the building – to community groups or at community events – using LPL vehicles or book bike. NYS Driver's License required
- Connect with local agencies to support adults seeking to attain citizenship and GED certificates, as well as participating in other education pursuits
- Plan and assist with monthly outreach visits to local senior residences and apartment complexes
- Perform readers' advisory and books by delivery selection for homebound seniors
- Assist with managing the Mobile Services collection
- In collaboration with the Mobile Services Coordinator, develop grant applications to secure funding for community partnership initiatives and outreach service opportunities
- Work collaboratively with the Communications Department to utilize library social media platforms to promote programs, events, and services
- Work collaboratively with the Department of Early Literacy and Educational Initiatives to provide support to the Liverpool Central School District, as well as other educational centers
- May attend community meetings/events as a representative of the library
- Prepare statistical/narrative reports in area of responsibility
- Work public service desk in library; may serve as Director's Designee
- Provide reference, reader's advisory, technology assistance, and instruction to library patrons of all ages
- Keep informed of professional trends, developments, and best practices by participating in meetings, workshops, continuing education, and by reading professional literature
- Perform related duties as required to meet the needs of the library and its patrons

Who you are:

- You have a demonstrated ability to engage patrons with friendly, enthusiastic, and approachable demeanor
- You support teamwork and thrive working in a collaborative environment
- You think outside the box
- You are organized and have a demonstrated ability to handle multiple projects
- You are comfortable with public speaking
- You support teamwork and collaboration
- You are accountable and accept responsibility for your actions
- You value diversity and inclusion
- You demonstrate professionalism

Salary Range:

\$44,000-\$47,000 per annum.

Qualifications: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a baccalaureate degree.

Candidate will be provisional and must take the corresponding Civil Service exam, scheduled at a later date and place high enough on the list to qualify for permanent appointment. Candidate will be subject to a background check.

Send cover letter and resume to Sheila Smith at Sheila.smith@lpl.org