

**Town of Peterborough, New Hampshire
Position Description**

Position Title: Adult **Programming and Outreach Librarian**

Department: Library

Reports To: Director

Date: December 30, 2023

GENERAL SUMMARY:

Under the direction of the Library Director, the Programming & Outreach Librarian manages all adult programming and outreach services to the community. This includes offering technology classes, assisting with a core set of monthly programs, and actively researching and creating new program experiences for the public. Other duties include assisting the Director with facility rentals to non-profit groups and businesses, representing the library at community events and on committee assignments, managing digital resources and public technology, and creating interactive and inviting passive programming to delight adult readers.

This is a key leadership position that requires collaborative work with all departments.

ESSENTIAL JOB FUNCTIONS:*

Programming

- Maintains core schedule of adult programs such as a monthly book club, crafting groups, film clubs, writer open mics, etc.
- Oversees the Friends of the Library program committee and assists with implementing their educational program series.
- Manages all marketing and promotion of the adult program schedule, to include press releases and ensuring graphic assets are made and shared on socials, website, digital signage, and in our newsletter.
- Plans and hosts additional programming to meet community needs and provide a broad array of programs on diverse topics and ideas.
- Evaluates the library's program of services to adults; makes recommendations to the Library Director on program policy and service improvements.

Community Outreach

- Represents the library on assigned committees and task forces.
- Develops interactive community relationships with the business community, civic groups, and other town departments.
- Engages with the community about current issues, civic opportunity, and events.
- Manages community bookings of boardroom and classroom.

- Maintains local job postings on bulletin board.
- Networks with area businesses and organizations to promote PTL career services and understand local opportunities and obstacles for employers.

Digital Services and Technical Literacy

- Provides technology instruction for patrons on-demand, in-person, virtually, or by phone.
- Creates a dynamic curriculum for ongoing technology classes in collaboration with our tech class teachers.
- Researches and recommends emerging technologies and services.
- Markets and promotes digital services, such as Libby, effectively in creative ways. Evaluates strategy often.
- Assists Director with maintaining public computers and other public technology.

Collection Development

- Manages Digital Services collections by staying current on updates to online platforms and apps and creating tools for patrons and staff to successfully use these platforms.
- Maintains monthly statistics for digital services.
- Participates in the NH Overdrive community.

Other services

- Assists with overseeing the general environment of the Adult Service Areas to maintain comfortable and welcoming library spaces.
- Collaborates with Director and other staff to create books displays and other interactive experiences to delight and encourage our adult readers.
- Assists patrons in meeting informational needs by providing reference, readers advisory, and referral services to patrons.
- Regularly pitches in on help desk shifts and works closely with Circulation Manager to maintain a well-trained and supported help desk staff.
- Assists Director and Circulation Manager with training and supervising staff. Supports established expectations for staff values, quality public service, and professionalism.
- Keeps abreast of best practices in public libraries.
- Assists Director with maintaining adherence to library policy and procedure.
- Submits monthly and annual statistical reports to the Director.
- Performs other related duties as required.

OTHER DUTIES AND RESPONSIBILITIES:

- Cross-trains on many aspects of each department to ensure library can function if staff are out or an emergency closure occurs.
- Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Master’s degree in library science and at least 2 years public library experience are strongly preferred. Certified Paralibrarian at Level 2 or higher are also encouraged to apply.
- Considerable knowledge of library methods and procedures, theory, and practices.
- Strong technology skills including knowledge of Canva, Library Aware, Koha or other ILS, Google suite, content management systems, Excel, and other similar technologies.
- Demonstrated instruction experience, especially with groups learning new technologies.
- Strong writing skills and experience promoting events such as writing press releases and creating promotional materials.
- Requires ability to analyze data, implement decisions based on that data, and oversee execution of these decisions.
- Desire to serve in a leadership role, contribute creative ideas, and experiment.
- Ability and desire to work collaboratively and adapt to different learning styles.
- Ability to establish a positive relationship with community leaders, Friends of the Library, library volunteers, other town departments, and the public.
- Ability to establish priorities and work independently.

SUPERVISORY RESPONSIBILITY:

Supervises library staff and volunteers. Carries out supervisory responsibilities in accordance with the Town of Peterborough’s policies and applicable laws. Responsibilities include training, counseling, scheduling, and reporting on the performance of employees.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Normal office environment, not subject to extremes in temperature, noise, odors, etc.

May spend extended periods at computer or on telephone requiring eye-hand coordination and finger dexterity.

Regularly required to walk, stand, bend, reach, and lift books and materials.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

Approval

Date