

**Programming/Outreach Librarian III, Public Services**

**Support Services Center**

**885 W Bert Kouns Industrial Loop**

**Shreveport, LA 71118**

**Full-time position, Exempt**

**Vacancy: 16-SSC-4**

***Dream, Discover, Do at Shreve Memorial Library!***

*Do you like bringing fun and excitement to libraries and the communities they serve?  If so, we definitely need you and ask that you apply for our brand-new Programming/Outreach Librarian position.  Shreve Memorial Library seeks an experienced Librarian to enhance current programming and implement new, exciting and stimulating system-wide programming for adults, supervise and assist with programming for youth, and coordinate outreach opportunities.  The new Programming/Outreach Librarian will manage all aspects of the library’s public programs, exhibitions, and special events, assisted by a Youth Associate, a Teen Associate, and Mobile Library Team.*

*Shreve Memorial Library serves approximately 255,000 diverse citizens of Caddo Parish with a dedicated staff, and a $17.5 million annual operating budget.  The system includes 21 branch locations, a Mobile Library, and an eBranch.  Additionally, Shreveport/Caddo Parish has approximately 42,000 students and 66 schools, as well as eight colleges and universities.*

*The city of Shreveport and the parish of Caddo also have many venues with which to experience history, music, art, theater, and more.  Shreveport is home to college football’s Independence Bowl, the Rose Garden, the Red River Revel, The Louisiana Film Prize Festival, Sci-Port Discovery Center, one of the nation’s largest farmers’ markets, six Mardi Gras parades, and much more.*

**SUMMARY:**

Under the direction of the Associate Director of Public Services, this is very responsible professional library work, which involves the application of professional library techniques and procedures to a variety of departments, branches, and operations within the library system. The Programming/Outreach Librarian manages all aspects of the library’s public programs, exhibitions, and special events, which includes the devising, preparation, development, coordination, scheduling, execution and assessment of the library’s public programs; supervises support staff; specifically responsible for adult programming for all system branches. Performs related and other work as required.

**REQUIREMENTS:**

**Training and Experience**

1. Attainment of a B.A. or B.S. from an accredited university/college.
2. Attainment of graduate degree in Library and/or Information Science from an ALA-accredited program
3. At least one year of full-time, post-MLS library experience   
   OR  
   two years of full-time paraprofessional relevant library experience;
4. Preference will be given to those with supervisory experience.
5. Preference will be given to those with significant programming experience.

**Knowledge, Skills and Abilities**

Comprehensive knowledge of:

1. professional library principles and practices;
2. library functions, facilities, and operations;
3. patron needs and library services to meet those needs;
4. computers and various software (Word, email, Internet, data entry, Excel, PowerPoint and Publisher);
5. integrated library system, and electronic and printed materials, resources and databases.

Skills to:

1. understand and follow complex written and oral instructions;
2. establish and maintain effective working relationships with administrators, department heads, employees, vendors and the public;
3. use resourcefulness, tact, courtesy, and respect in dealing professionally with library patrons, employees and vendors;
4. deal with multiple and extra unexpected tasks and patrons simultaneously;
5. establish good patron and staff rapport;
6. create and maintain courteous, pleasant impressions of the library;
7. make decisions based on established policies and practices;
8. plan and present programs to targeted audiences;
9. collaborate with community partners;
10. resolve conflict;
11. handle opening and closing duties and building and grounds issues;
12. participate in the hiring process;
13. handle money;
14. schedule staff and workflow for maximum effectiveness;
15. coordinate facilities management;
16. participate in collection development;
17. communicate effectively, orally and in writing, to groups and individuals.

Ability to:

1. Supervise, train, evaluate and discipline subordinates with input from supervisory team;
2. handle both routine operations and long-range planning;
3. learn how to use specialized equipment, software, and resources;
4. collaborate with HR to professionally conduct workplace investigations.

**Physical Demands**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit, twist, use hands to finger, grasp, handle, feel or operate objects, tools, or controls, talk and hear. Hand-eye coordination is necessary to operate computers and office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee is occasionally required to climb, balance, stoop, crouch, squat, kneel, and crawl. The employee must occasionally lift and/or carry up to 20 pounds, frequently lift and/or carry up to 10 pounds.

**ESSENTIAL FUNCTIONS**

1. Department Management: Coordinates, directs and supervises the work of the Children’s Associate, Teen Associate, and Mobile Library.
2. Personnel: Hires, trains, supervises, evaluates, and disciplines employees; fully participates in the hiring process; reviews work plans on a regular basis; maintains effective professional relationships with all staff and is available for the staff to discuss all issues; completes payroll and approves leave requests utilizing Replicon software; schedules substitutes; covers for personnel shortages; recommends staffing needs and changes; conducts investigations and resolves employee inquiries and/or complaints; assists administrative supervisors with handling of these and other personnel matters; participates in corrective action meetings; makes informed decisions based on policies listed in the *Employee Handbook*; keeps staff and supervisors informed on new policies and procedures.
3. Public Services: Assists with overseeing and coordinating the development of programs for the public with the help of other department heads and/or branch staff; answers routine questions; assists patrons in the use of databases, digital resources, Internet usage, software applications and hardware configuration; may conduct computer classes; may plan and/or provide programming to various target audiences; may conduct and attend community outreach programs; may give library tours and provide instruction in the use of the library facilities and services; may conduct investigations and resolve patron inquiries and/or complaints; may assist administrative supervisors with handling of these matters; may coordinate displays and promotional signage.
4. Finances: Prepares money reports to be sent to SML Financial Assistant; monitors and signs off on staff expenditures; monitors money within the department; collects and records payment for miscellaneous items.
5. Professional Development: Attends monthly management meetings, meets monthly with supervisor to review work plan; attends meetings of appointed committees, workshops and conferences.
6. Other duties as required.

**PRESENT SCHEDULE** [subject to change without notice]:  
Monday – Friday: 8:00 a.m. – 5:00 p.m.

This is an exempt position with a basic schedule of Monday – Friday during regular business hours. Occasional schedule changes may be required as related to assigned projects.

**BENEFITS**

96 hours vacation (with increases every other year up to 352 hours), 11 paid holidays/year + 1 personal day, 120 hours sick leave/year. Medical, dental and life insurance; library pays 70% of employee’s and dependents’ insurance premiums. Retirement system with the City of Shreveport. Tuition reimbursement available after one year of employment. Good library support for continuing education and attendance at conferences.

**APPLICATION DEADLINE:**

March 13, 2017

You must complete an application at <https://shrevelib.applicantpro.com/jobs/>

**STARTING DATE**

Two weeks after selection

**SALARY**

$47,819/year + benefits

*All interviews are conducted on-site, in person. No interviews will be conducted by phone or Skype. Copies of transcripts/certifications are required at the time of an interview for positions with specific degree/certification requirements. A criminal background check and a drug screening are part of the pre-hire process. The State of Louisiana Revised Statute 15:587.1.1 requires fingerprinting by local law enforcement and background checks by the Louisiana Bureau of Criminal Identification and Information and will be conducted on a yearly basis. We do not discriminate on the basis of race, ancestry, color, national origin, sex, religion, age, marital status, non-job related physical or mental disability, veterans’ status, sexual orientation or gender identity. Our facilities are non-smoking.*

***02.07.2017***