



## JOB DESCRIPTION

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| <b>Job title</b>  | <i>Director of Programs, Outreach, and Program Partnerships (POP)</i> |
| <b>Reports to</b> | <i>Deputy Director</i>  |

### Job Function

Under the direction of the Deputy Director, oversees the managerial and administrative functions of the Programming, Outreach, and Program Partnerships Division of the New Orleans Public Library; develops priorities, goals, and metrics for the division and system-wide initiatives that are community, mission, and strategically driven; serves as a member of the administrative team; works closely with library staff, partners, and administrative staff to collaboratively support New Orleans Public Library initiatives.

### Duties and Responsibilities

- Manages and oversees administrative functions of the Programs, Outreach, and Program Partnerships Division of the New Orleans Public Library;
- Through surveys, community needs assessments, and other means, ensures that present and future programs, partnerships, and outreach priorities reflect community needs and actively engage the community including the disenfranchised citizens of our community;
- Develops a program partnership plan and establishes partnership priorities that align with established strategic initiatives and priorities;
- Develops and maintain and existing partnerships and community collaborations;
- Identifies and develops new key library partnerships for system-wide initiatives;
- With a focus on the Library’s mission, strategic plan, and equity initiatives, develops priorities and goals for the system-wide programs, outreach, and partnerships;
- Provides guidelines, recommendations, and support for branch programs, outreach, and partnerships;
- Looks at system-wide and local library programming, outreach, program partnerships with an equity and inclusion lens;
- Works with branch or regional managers to develop metrics for program planning, outcome-based program metrics, and post-program evaluations;
- Develops, builds, and supervises the POP team which includes the Early Literacy Librarian, the Outreach Coordinator, the Digital Literacy and Inclusion Librarian and assigned Library Associates;
- Compiles and shares relevant statistical reports;
- Acts as an advisor to program teams;
- Maintains an awareness of current library issues and trends by reading professional and related literature and attending workshops, conferences, and courses;
- Serves as a member of the New Orleans Public Library administrative team with a collaborative spirit and a big picture mindset;
- Prepares budget requests for the division, monitors budget, works with business office to ensure budget protocol is met;
- May work with Friends, other library and municipal organizations, or non-profits and partner organizations to develop and administer grants related to the Programs, Outreach, and Program Partnerships Division.
- Stays informed about NOPL services and activities;
- Serves on system-wide or community teams and taskforces as needed;
- Other duties as assigned.

### **Minimum Qualifications**

- Master's Degree In Library Science from an accredited graduate library school;
- Must be able to work nights and weekends;
- Four (4) years of full-time experience as a professional librarian which must have been gained after receipt of a Master's Degree from an accredited graduate library school. Two (2) years of this experience must have been in either a supervisory capacity or in a programming capacity responsible for the development and implementation for system wide programming.

### **Preferred Qualifications**

- Experience in creating and designing programs and delivering outreach;
- Experience overseeing system-wide projects and initiatives;
- Experience leading teams of staff with fluid roles covering a wide range of skills and responsibilities;
- Experience with grant writing and grant execution;
- Experience managing multiple budgets;
- Experience developing goals, plans, and metrics for library departments or system-wide initiatives;
- Experience developing system-wide meaningful, strategically oriented partnerships with community-based organizations.

### **Knowledge, Skills & Abilities**

- Ability to work collegially with library employees, managers, administrators, community leaders, community partners, city departments, key stakeholders, library users, and non-library users;
- Knowledge, experience, and passion for system-wide public library programs, outreach, and partnerships;
- Considerable knowledge of and ability to apply current professional library "best practice" principles, methods, and materials;
- Demonstrated ability to speak publically to both small groups and larger audiences;
- Self-motivated worker with outstanding interpersonal, communication, and presentation skills and a positive attitude towards public service work;
- Ability to set and manage multiple priorities as well as schedule own time and that of others;
- Ability to plan, initiate, develop, and evaluate special library programs and services;
- Ability to assess, organize, and resolve issues and to explain complex procedures with patience, thoroughness, and reinforcement;
- Ability to work independently in the absence of supervision;
- Ability to travel to professional conferences;
- Knowledge of computer applications including Microsoft Office.

### **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 must 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 stand, sit, and talk or hear. The employee is required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Packing and loading of materials and books will be required.
- Tasks involve lifting and/or moving 15-44 pounds on a regular basis and driving between library sites and outreach locations.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and visual acuity to read computer screen and perform various detailed work.

### **Kind of Examination**

Must be able to qualify for the Library Regional Branch Manager (Program Coordinator), Class Code 6533, Register.

### **Direct reports**

Outreach Librarian, Digital Literacy and Inclusion Librarian, Early Literacy Librarian, Health Literacy Educator, assigned Library Associates