GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for the effective execution of programs and services in support of early literacy and outreach to day care providers and preschools for children ages 0 – 5. Reports to the Family and Youth Services Supervisor.

ESSENTIAL JOB FUNCTIONS

Plans develops, and coordinates implementation of outreach programs; collaborates with and presents outreach program services related to early literacy to a variety of community and education organizations, primarily with daycares and preschools. Coordinates collaborative planning and learning between Library and City partners to improve early literacy in infants and toddlers. Creates and distributes library system programs and promotional materials.

Maintains database of community partners and is responsible for periodic contact, to include a regular schedule of outreach visits to assist in early literacy improvement and provide updated information on library services. Assists partners in compiling a collection of specific materials related to early literacy.

Provides targeted instruction to caregivers to enhance ability to foster early literacy skills. Plans and participates in special events with City partners as well as any other relevant community events. Demonstrates the impact and value of early literacy programs and communicates this through public speaking engagements and presentations. Continually seeks new opportunities to improve outreach effectiveness.

Serves as the department liaison for early literacy and outreach; identifies and initiates partnerships with community-based and private sector resources eager to supplement library based efforts and provide literacy support services; remains knowledgeable about service delivery opportunities and challenges that affect early literacy in targeted populations within the community.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.
REQUIRED KNOWLEDGES

- **Library Administration** - Considerable knowledge of the principles, methods and practices of library science. Knowledge of library related database systems and networks to include automated circulation systems, on-line bibliographic retrieval services and cataloging services. Knowledge of office systems, practices, procedures and administration.
- **Customer Service** - Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of patron satisfaction.

REQUIRED SKILLS

- **Technology Skills** – Utilizes a personal computer or other technology devices to enter and retrieve information, as well as library software to effectively complete a variety of tasks with reasonable speed and accuracy.
- **Judgment/Decision Making** – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- **Interpersonal Relationships** - Develops and maintains cooperative and professional relationships with library patrons, employees and all levels of management. Tactfully and effectively handles requests, suggestions and complaints from patrons and other departments.

REQUIRED ABILITIES

- **Communication** – Ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of detailed reports which include numerical information and statistics. Ability to handle a variety of patron issues with tact and diplomacy and in a confidential manner. Ability to listen and understand information and ideas being presented verbally and in writing.
- **Time Management** – Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.
- **Accounting and Budgeting** - Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

EDUCATION AND EXPERIENCE

Requires a Master's Degree in Library Science and 1-2 years of experience in a library environment, or a Bachelor's Degree in Liberal Arts, Sciences, Early Childhood Education/Development or a related field with 3-5 years of experience in a library environment, providing early literacy and outreach services or an equivalent combination of education and experience. Specialized knowledge in programs for infants and toddlers preferred.

ADDITIONAL REQUIREMENTS

This position requires an acceptable general background check, to include a local and state criminal history check, an acceptable sex offender registry check and a valid driver’s license with an acceptable driving record.
PHYSICAL AND DEXTERITY REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work
- Some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (20-40 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL HAZARDS

Essential functions are regularly performed without exposure to adverse environmental conditions.