



Title: Part–Time Community Outreach Librarian/Mobile Branch Services

Department: Revere Public Library

Hours: Part-time, 19.5 hours per week, flexible schedule including nights and weekends.

Salary: \$30.48 per hour - This is a non-union, grant-funded position.

Job Summary

The Community Outreach Librarian is responsible for managing the Library’s Mobile Branch (Bookmobile) and connecting Library services, collections, programs, and resources with the community. The position builds community partnerships, provides excellent customer service, promotes Library programs and services, and represents the Library at outreach locations and events.

The position works under the supervision of the Library Director and collaborates with Library staff and community partners.

RESPONSIBILITIES

- Manage and operate the Bookmobile according to Library policies and established schedules.
- Coordinate Bookmobile stops, outreach activities, and community events with the Library Director and community partners.
- Build and maintain relationships with schools, community organizations, businesses, municipal departments, and community leaders.
- Promote Library programs, services, collections, and resources throughout the community.
- Collaborate with Adult Services, Children’s Services, Youth Services, Young Adult Services, Community Outreach, Social Media, and other Library staff.
- Learn and use the Evergreen integrated library system (ILS) to provide Bookmobile circulation services, including checkouts, returns, and holds.
- Maintain and develop the Bookmobile collection in coordination with Library staff and provide readers’ advisory and reference assistance.
- Provide information about Library programs, services, resources, and policies to community members.
- Maintain accurate Bookmobile statistics, including patron use, circulation, and program participation.
- Manage Bookmobile supplies, equipment, technology, and materials and report maintenance needs to the Library Director.

SUPERVISION RECEIVED:

Works under and follows clearly established policies and procedures. The incumbent receives frequent instruction from his or her supervisor.

QUALIFICATIONS

- Bachelor's Degree or higher in related field
- Three to five (3-5) years of public library experience required.
- Revere residency required. Waiver required for non-Revere residents
- The ideal candidate is customer-focused, friendly, able to handle situations with discretion and tact, initiative, resourcefulness, and good judgment, both individually and as part of a team.
- Demonstrated knowledge of computers and technology is required
- Valid driver's license and ability to safely operate the Bookmobile.

PREFERRED

- Master's degree in Library and Information Science (MLIS/MLS) or equivalent library education.
- Public library or community outreach experience.
- Experience with circulation, collection development, programming, or readers' advisory.
- Experience developing community partnerships.
- Bilingual or multilingual skills.
- Social media or promotional experience.
- Knowledge of the local community and its resources.

KNOWLEDGE, ABILITY, and SKILLS**Knowledge, Skills, and Abilities**

This is a professional position of specialized nature requiring considerable knowledge of technology, professional practices, and procedures of library science.

- Must be able to learn new skills easily.
- Ability to use office equipment such as telephones, copiers, scanners, fax machines, and printers, including basic troubleshooting.
- Ability to learn new computer software and other skills.
- Ability to develop and implement creative approaches to reach targeted audiences.
- Ability to communicate effectively both verbally and in writing.
- Ability to follow written and oral directions and instructions.
- Ability to work independently and as part of a team, exercising good judgment.

Skills

- Independent problem-solving skills and the ability to work under stress.
- Strong organizational skills, accuracy, and attention to detail.
- Strong commitment to excellent customer service.

SUPERVISION AND SCHEDULE

This is a part-time position reporting directly to the Library Director. The position requires a flexible schedule based on Bookmobile operations, community events, and Library needs. The Library Director establishes and approves the work schedule.

WORK ENVIRONMENT

Work is performed primarily in and out of office conditions, driving to and from designated locations and on the mobile branch. Daily interaction with the general public in person, by phone, and/or email communications. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. The work does require some level of physical activity, including walking up and down stairs regularly, as well as standing for long periods of time. Must be able to safely enter and exit the Bookmobile, open and close the ramp, and transport books in and out of the main building to the mobile branch. Must be able to lift a minimum of 30 pounds.

- Ability to work a flexible schedule, including days, evenings, weekends, and community events as needed.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status, or any other legally protected basis, in accordance with applicable law.