

Community Engagement Librarian

FLSA Classification: Non-Exempt

Library Classification: Full-Time

Reports To: Library Director

Supervises: Event Volunteers

Regularly scheduled evening, weekend, and holiday work is expected.

General Statement of Duties

The Community Engagement Librarian is responsible for planning and implementing all aspects of in-person and virtual programs and events.

The following are indicative of the primary areas of responsibility, but do not include all possible categories of duties.

- Plan, host, and conduct in-person and virtual events for all ages
- Manage an event budget
- Provide notary services
- Provide U.S. passport application services
- Create and teach trainings on library services
- Participate in regular professional development
- Provide technology help-desk support to patrons
- Record statistics and write reports
- Supervise event volunteers

This position assists with circulation and other departments, as needed.

The Community Engagement Librarian manages the library in the absence of the Library Director and the Technical Services Librarian.

Experience and Training

Required:

- MLIS/MLS
- Virginia Librarian's Professional Certification
- Valid VA Driver's License

Preferred

- One year full-time-equivalent programming and event planning experience
- One year full-time-equivalent experience writing press releases, event promotions, and other professional marketing materials
- One year full-time-equivalent experience hosting events, including public speaking
- One year full-time-equivalent library experience

The education requirement may be met by an experience equivalency where one month of full-time relevant work experience in a library equals one month of education.

The experience and education requirements may be waived at the discretion of the library director.

Physical Requirements

The following physical requirements are representative of those that should be met to perform this job. Reasonable accommodation will be made for disabilities.

- Ability to communicate effectively
- Ability to cope with the mental and physical stress of the position
- Ability to lift forty pounds and carry it across the library
- Ability to reach items on the top and bottom shelves
- Ability to perform duties outside in various weather conditions