



Programming & Outreach Services Librarian II

Summary of job responsibilities

Directs and oversees the coordination, development, and implementation of programming and outreach services for adults at the Newburgh Free Library. Works collaboratively across departments with all staff to implement outreach, programs and services. Position requires collection development and reference desk assignments, including weekly night and Saturday rotation shifts. Reports to Head of Adult Services.

Position duties

- Maintains, develops and conducts adult programs and outreach services to target populations, both served and underserved in the community.
- Develops partnerships and collaborates with community groups to identify outreach opportunities and activities.
- Prepares community analysis and conducts research regarding current and future programming and outreach needs; makes recommendations on best practices for conducting these services.
- Participates in effective marketing of Library's programs and services for adults.
- Writes grants related to adult programming, services and community engagement efforts.
- Serves as liaison to the Friends of the Newburgh Library and provides program support.
- Supervises two (2) part-time Library Assistants.
- Other duties as assigned.

Knowledge/Skills/Qualities

- Knowledge of recreational interests and educational needs of the community and ability to translate these into effective library services, both in current and long-range planning.
- Ability to work with diverse service population, staff, community members and organizations.
- Excellent written and oral communication skills.
- Accuracy, time management, organizational skills and attention to detail are priorities.
- Ability to schedule staff and workflow for maximum effectiveness.
- Self-starter who is enthusiastic about promoting library to a wider audience.
- Preference will be given to those with prior supervisory experience and/or significant programming and outreach experience.
- Ability to work a flexible schedule and at locations outside of the Library.

Minimum qualifications

- Master's degree in Library Science from an ALA accredited program.
- NYS Public Library Certificate.
- Knowledge of current trends in library procedures and practices.
- Proficient knowledge of social media and current information services technology.