



JOB DESCRIPTION

Job title *REACH Center Librarian (Librarian I/II)*

Reports to *Head of REACH Center*

Job Function

Under the direction of the Head of the REACH center, the librarian in this position coordinates the African American Resource Collection (AARC) for the New Orleans Public Library and assists with REACH center programming. Responsibilities include assisting the public with available resources, performing reference activities; analyzing collection development needs, programming, outreach, and continuous familiarization with the Library's resources and developments in the profession. The REACH Librarian will actively participate on system-wide teams and initiatives and work closely with the Programs, Outreach, and Partnership Department, system-wide program teams, and others to coordinate services.

Duties and Responsibilities

- Formulates goals, plans, and procedures for implementing AARC services in accordance with organizational strategic plan and priorities;
- Collaborates with program teams to oversee the planning, development, and implementation of specialized and system-wide library programming related to AARC mission including, but not limited to events such as the Dr. King Celebration and Tom Dent Literary Festival on at least a quarterly basis. Plans and/or assists with more localized programs at Main Library such as tours, presentations, author talks, etc., as related to the AARC mission and the needs of Information Services Division;
- Performs reference activities including assisting with research, instructing patrons in the use of bibliographic materials and information technology, and assisting patrons in the selection of library materials;
- Assists with the Information and Technology Desks at the Main Library as needed;
- Analyzes collection development needs for the AARC and system-wide, assists with the selection of materials, provides readers advisory and reference services; collection weeding as needed;
- Maintains community contacts and attends community events pertinent to AARC's mission;
- Makes presentations or speaks to community groups on behalf of the Library and the AARC;
- Works with programming teams as appropriate;
- Facilitate all logistics of event planning including hosting, scheduling and executing planning needs, billing and other related tasks;
- Maintains an awareness of current library issues and trends by reading professional and related literature and attending workshops, conferences, and courses;
- Assists in the Library's statistical analysis pertaining to overall AARC programming, maintains records/statistics and prepares reports including grant statistics and reports;
- Confers with Public Programs and Outreach Librarians as well as the Director of Marketing in planning, publicizing and promoting programs as needed, including Communico protocols;
- Stays informed about NOPL services and activities;
- Maintain Social Media content, including video recording and editing;
- Completes other tasks as assigned.

Minimum Qualifications

- Master's Degree in Library Science from an ALA accredited or approved equivalent graduate school.

- Must be able to work nights and weekends.
- Must be able to stand for extensive periods of time during the work day.
- Must be able to lift 25 lbs.
- Must be able to work at any location in the New Orleans Public Library System.

Preferred Qualifications

Experience maintaining and creating social media content
 Community programming experience
 Comfortable communicating on camera
 Able to support written grant submissions and government reports

Knowledge, Skills & Abilities

- Familiar with topically related resources, New Orleans Public Library's collection, and patron population;
- Familiar with Polaris (ILS) and Envisionware;
- Self-motivated;
- Familiar with social media platforms such as YouTube, Facebook and Instagram
- Basic graphic design and media editing skills with applications such as Canva, Inshot, Photoshop
- Considerable knowledge of and ability to apply current professional library "best practice" principles, methods, and materials;
- Knowledge of library reference materials and tools of research;
- Considerable knowledge of and positive attitude to customer service principles and techniques;
- Ability to perform effective library reference, reader's advisory duties, and other professional level library work;
- Considerable ability to establish and maintain effective working relations with library patrons, employees, work groups, and supervisors;
- Ability to communicate effectively and professionally with staff and public;
- Considerable ability to understand and implement library policy and procedures;
- Ability to effectively express ideas and information verbally, and in writing;
- Ability to maintain fiscal and administrative records and written reports;
- Ability to plan, initiate, develop, and evaluate special library programs and services independently and in a team environment;
- Ability to resolve public concerns and difficulties using tact, courtesy, and good judgment;
- Ability to work independently in the absence of supervision;
- Ability to travel as needed;
- Knowledge of library automated systems and applications;
- 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

- Candidate must qualify for the City of New Orleans Librarian I or II register

Direct reports

Not applicable.