



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: MARCH 21, 2016

CLOSING DATE: APRIL 19, 2016

TITLE: LIBRARIAN II- OUTREACH MANAGER GRADE: M-1

DEPARTMENT: LIBRARY- BLASCO MAIN

BARGAINING UNIT: NB

ENTRY RATE: \$20.14/HR \$39,273/YR

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

As a part of a Library Management Team, the Outreach Manager identifies and coordinates a broad range of outreach activities focused on meeting the mission and vision of the library. The manager also is engaged in public relations, volunteer recruitment, community engagement and program and event management.

DUTIES & RESPONSIBILITIES:

Work to develop local and regional partnerships with other organizations, businesses, and institutions. Schedules and attends meetings to represent the Library's role and interests within the community. Actively schedules, implements and strategically suggests new community-based programs, partnerships and other engagement initiatives in coordination with the library's management team. Identifies, initiates, and deepens relationships with various community stakeholders. Creates mechanisms for internal and external evaluation of engagement initiatives using best practices. Distributes information to the community and broadens public engagement through multiple channels. In coordination with the management team, works to identify and plan innovative, responsive, high-quality special events, exhibits, programs, and outreach activities that support the Library's strategic objectives. Responsible for coordinating marketing activities of the Library, including signage, advertising of events and classes, website and social media updates, and the Library newsletter. Responsible for the recruitment, scheduling and supervision of the volunteer workforce in various library operations. Serves as liaison between volunteers and supervisors of other library departments, arranges for training of volunteer staff, and evaluates performance of volunteer staff. Arranges for volunteer recognition. Actively engages in library training and culture building activities. Works to create a positive work environment. All library call managers participate in acting as evening manager, day manager, and weekend manager on a rotating basis. Works with the rest of the Management team to provide excellent service in all areas of the library during regular hours of operation. Must be familiar with library policies and procedures. Reports to Blasco Library Coordinator. Performs other duties as required.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

Bachelor’s degree in a related field, plus a minimum of three (3) years of experience in public relations or event planning or any other equivalent combination of training and experience. MLS from an ALA accredited college or university strongly preferred. Previous public library experience plus experience working with volunteers, scheduling, and community organizations preferred. Effective verbal and written communication required. Must possess excellent organization abilities.

CONDITION OF EMPLOYMENT:

The selected candidate will be **pre-employment required** to obtain, at their own expense, 3 forms of clearance, including PA State Police Criminal History Record Check; PA Child Abuse History; and FBI Criminal History Background Check including finger printing.

STATEMENT OF BENEFITS

Average Annual Benefits & Pension Value for:

NON-BARGAINING GRADE M	SINGLE COVERAGE	DEPENDENT COVERAGE
	\$12,040.00	\$23,595.00

*Average paid holidays annually – 14 days

*Average paid vacation for 1st year – 6 days

*Average paid personal days annually – 5 days

*Holidays may vary by bargaining unit