

WESTLAKE PORTER PUBLIC LIBRARY

JOB DESCRIPTION

JOB TITLE: **Sr. Outreach Assistant II**

JOB CLASSIFICATION: Grade 220, Library Assistant II, Regular, Non-Exempt

HOURS: Part Time (24 hours). Current schedule requires Mondays, Tuesdays, Wednesdays and Thursdays. Required to adapt to future schedule changes, depending on departmental and library-wide needs.

JOB REQUIREMENTS:

Education/Experience

High School Graduate

Knowledge/Skills

Ability to work with people; good verbal and interpersonal skills; computer literate; team oriented; willingness to work with non-traditional groups (elderly, mentally or physically challenged) outside library; interest in reader's advisory; valid Ohio driver's license required.

Working Conditions

Work is performed both in and outside of the library. Lifting and carrying materials on a regular basis is required. Deliveries and themed library programs are year round. Extensive records are maintained and updated, using Word and Excel programs.

REPORTS TO: Outreach Facilitator, Popular Materials Department Manager

SUPERVISES: None

BRIEF JOB DESCRIPTION

BASIC SUMMARY:

The Westlake Porter Public Library's mission is to educate, empower, enlighten, and excite the public by providing accessibility and instruction in an array of resources in multiple formats on-site, and by linking individuals with resources and agencies off-site, that meet their information needs. **This position helps support this mission by assisting in providing services to individuals off site, serving senior residences, nursing homes, Alzheimer care facilities and the homebound in the city of Westlake.**

DETAILED JOB DUTIES: (Essential duties = 1 - 6)

1. Provide outreach pick up and delivery service to area nursing homes, retirement facilities and United Cerebral Palsy. (30%)
 - Directly communicate with nursing home and retirement community patrons to continually obtain feedback about their interests.
 - Maintain contact with activity directors and other facility employees
2. Assist the Outreach Facilitator by:
 - Presenting prepared programs at area nursing homes and retirement facilities. (10%)
 - Selecting library materials for deliveries to area facilities (30%)
 - Selections for nursing home patrons are delivered to individual rooms. The items are specifically tailored to their individual tastes and preferences.
 - Selections for retirement home patrons are delivered as a collection of many items from many categories and genres. The mix is changed according to the taste and requests of facility residents.
 - Keeping accurate records for all aspects of deliveries (20%)
 - Maintain records for outreach patrons including issuing and deleting library cards and documenting reading interests and lists of items checked out.
 - Check out and check in library materials and process holds.
 - Check for overdue items and items that are on hold. Work directly with activity directors to resolve delinquent library material issues.
 - Maintain vehicle log.
 - Assisting activity directors and other facility employees by filling requests they make by telephone or in person. Requested items may be for individual residents or for the facility to use for the benefit of their residents. (5%)
 - Providing reader's advisory service to outreach patrons. (5%)
3. Stay informed by attending departmental and general staff meetings and by participating in other workshops or training as requested or appropriate. Be willing to serve on an inter-departmental library staff team. (ongoing)
4. Serve as a positive part of the Popular Materials Department by communicating effectively with coworkers and the supervisor; by assisting the Department Manager in all aspects of providing good customer service to the public and other departments; and by understanding, performing and conveying the library's role, mission and values (ongoing)
5. Perform miscellaneous additional related duties as needed by the library and assigned by the supervisor. (ongoing)

PHYSICAL DEMANDS CHECKLIST

Date 3-25-08 Job Title Sr. Outreach Assistant II

PHYSICAL STRENGTH FACTORS:

Does this job require:

- Lifting Yes No If Yes, list maximum weight: 50#
- Pushing Yes No
- Pulling Yes No
- Carrying Yes No
- Reaching Yes No If Yes, What is maximum reach: 8 ft.
- Does job require reaching above shoulders? Yes No
- Does job require reaching to floor level? Yes No
- Gripping Yes No

PHYSICAL MOBILITY FACTORS:

- Throwing Yes No
- Sitting Yes No
- Standing Yes No
- Walking Yes No
- Climbing Yes No
- Stooping/
Bending Yes No
- Crouching Yes No
- Kneeling Yes No
- Crawling Yes No
- Twisting Yes No
- Balancing Yes No

SENSORY/PERCEPTUAL FACTORS:

- HEARING:
 - Conversation Yes No
 - Sounds Yes No
- VISION:
 - Far Yes No
 - Near Yes No
 - Color Yes No
 - Depth Yes No
- PERCEPTION:
 - Spatial Yes No
 - Form Yes No
 - Feeling Yes No

WORK ENVIRONMENT:

- Inside Work Yes No
- Outside Work Yes No
- Hot/Cold Yes No
- Fumes Yes No
- Hazards:
 - Machines Yes No
 - Electrical Yes No
 - Sharp tools Yes No
 - Slippery
floors Yes No
 - Congestion Yes No
 - Heat/cold Yes No
 - Dust/vapor Yes No

- Traveling Yes No
- Working Alone Yes No
- Working in a
Group Yes No
- Interact with
public Yes No
- Operate:
 - Equipment Yes No
 - Telephone Yes No
 - Computer Yes No

ACCESSIBILITY FACTORS:

- Doors Yes No
- Aisles Yes No
- Tables Yes No
- Telephones Yes No
- Staff Room Yes No
- Bathrooms Public Yes No
- Drinking Ftn Yes No
- Parking Yes No