

Library Outreach Specialist

Franklin County Library is recruiting for a full-time, Library Outreach Specialist. An employee in this class acquires and organizes materials, lends resources to patrons, organizes and re-shelves items after patrons or users return them and operates the bookmobile program to take library materials and services to citizens throughout the county. Work includes completion of various forms or reports, checking books or other media in and out using automated library systems, assisting patrons in locating books by reserving books, issuing library cards, collecting fines, and maintaining materials on the bookmobile. The employee also transports reserves between branches. Work requires significant public contact and is performed in an outside environment.

Duties and Responsibilities:

- Selects appropriate stops for bookmobile services and develops schedules at daycares, schools, centers and residences; drives bookmobile to stops throughout the County and assists patrons at stops with book and material interests.
- Selects materials for inclusion on the bookmobile; fills special requests from patrons; organizes books and materials on the bookmobile and rotates materials between the bookmobile and the main library. Bookmobile work includes circulation, readers' advisory, reference, reserve of materials and other patron assistance functions.
- Checks books, equipment, film, and video equipment in and out; instructs on how to use, empties book drops; helps select films, books, equipment, and videos; provides assistance to patrons in readers' advisory; downloads records of books checked out from hand-held barcode scanner into library computer system.
- Maintains records of bookmobile programs and services.
- Registers new library patrons and assists patrons with replacing lost cards.
- Performs and interprets library policies and procedures such as checking books in and out, overdue charges and waivers, patron registration, loan periods and renewals, reserving books and materials, and lost book procedures.
- Takes requests and searches interlibrary loan system to locate books, periodicals, articles, etc.; requests loans and provides necessary information; responds to interlibrary loan requests received and sends out books, materials, etc.
- Contacts patrons by phone or mail about overdue materials; accepts fines; answers telephone and provides information.
- Assists in keeping bookmobile neat, orderly and clean; assures routine maintenance and fueling of the bookmobile.
- Provides circulation activities and related services at a fixed library location.

Desirable Education and Experience:

High school diploma supplemented by courses in library activities or humanities, and minimal related experience working in a library; or an equivalent combination of education and experience.

Special Requirement:

Must possess an appropriate valid North Carolina driver's license upon hire.

Work Location: Franklin County Library, Louisburg

Salary Range: \$39,322 – \$40,305

Closing Date: This recruitment will remain open until filled and may close at any time. The first review of applications will take place November 12, 2021.

How to Apply: Visit <https://www.franklincountync.us/employment-opportunities/employment-center> to complete an electronic application or to obtain a printable application.

Franklin County is an Equal Opportunity Employer.

The County prohibits discrimination based on race, sex, color, creed, national origin, age, or disability.

Pre-Employment Drug Screen and Criminal Background Screening are required.