



Stow • Munroe Falls  
**PublicLibrary**

Job Title	Community Outreach and Partnerships Associate
Department	Community Outreach and Partnerships
Pay Grade	4- \$17.31 per hour
Hours per week:	20/ Part-time
Supervises	None
Reports to	Head of Community Outreach and Partnerships
	Date Posted: 11/20/2024 Expires: 1/6/2025

**Position Summary:**

Under the general direction of the Head of Community Outreach and Partnerships, the Community Outreach and Partnerships Associate is responsible for delivering public services for the Bookmobile and Outreach Services while also performing associated clerical duties.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Checks materials in and out and other tasks associated with circulation of materials
- Conducts programming for all ages
- Drives library vehicle and bookmobile to designated locations according to schedule
- Gathers requested library materials and/or assists patrons in reserving library materials
- Maintains the bookmobile- including cleaning the vehicle's interior and exterior, reporting mechanical problems to supervisor, and taking vehicle in for repairs as needed
- Maintains department files, statistics, and records, as assigned
- Performs clerical duties
- Provides general information services to patrons in a variety of formats
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Serves as representative of the library in the local community
- Shelves library materials
- Provides Readers Advisory services
- Performs additional duties as assigned

**Qualifications:**

**Education and Experience:**

- Bachelor's degree in any field
- Must possess a valid Ohio driver's license with an acceptable driving record.

**Knowledge, Skills, Abilities:**

- Communicate effectively in written and oral form
- Drive a non-CDL library vehicle
- General knowledge of popular books and authors
- Interact and communicate appropriately with all patrons and staff
- Present a positive, professional image to the public
- Provide programs and services to all ages on a consistent basis
- Work with frequent interruptions

**Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low-to-moderate noise levels. Work may also be performed on vehicles (e.g., bookmobiles, library-owned cars/trucks) to help operate mobile and outreach services. Work on bookmobiles is done in close quarters that, at times, may be in motion as teams travel from stop to stop. Work will be performed at community outreach sites, outdoors and in inclement weather. Mobile services work is performed year-round in vehicles furnished with heat and air conditioning.
- While performing the duties of this job, the employee regularly interacting with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. Includes evenings and weekends.
- Willing to maintain a clean driving record and report driving incidents to employer.

**Application Procedures:**

- Please attach a cover letter, resume, and application form
- Email completed applications to Katie Allen, Human Resources Specialist
  - Incomplete applications will not be reviewed.

[Kallen@smfpl.org](mailto:Kallen@smfpl.org)

The Stow-Munroe Falls Public Library welcomes and values all people and strives to provide an inclusive environment for patrons and staff. We are responsive to the needs of the community, and seek to dismantle barriers, while providing equitable access and services to all people, regardless of race, ethnicity, age, gender identity, religion, sexual orientation, ability, or economic status. The Stow-Munroe Falls Public Library is an equal opportunity employer.