



## **Bullitt County Public Library Early Literacy Outreach and Programming Library Specialist**

**Department:** Outreach and Programs Department  
**Reports to:** Manager of Outreach and Programming Services

### **NATURE OF WORK**

The primary responsibility of this position is the coordination and implementation of the Library's services for children from birth through Kindergarten. This position involves working directly with children and their parents or caregivers, along with community agencies. It is important that the person in this position genuinely likes children, is comfortable with them, and enjoys serving them along with their parents or caregivers. It is imperative that the person in this position likes and desires to learn about children's literature, early childhood literacy, and school readiness. This is a highly visible and responsible position. Above all, the person in this position should present a positive image of the personality of the Library by making all people feel welcome and accepted at the Library.

### **ESSENTIAL POSITION FUNCTIONS**

- Communicating effectively, courteously, and tactfully with the public and co-workers.
- Working effectively with a variety of individuals, including patrons, library staff, parents, caregivers, and the general public.
- Initiating, planning, and conducting literacy and program services to young children and families, child care centers, preschools, community agencies, and public and private elementary schools.
- Promoting the library by attending community events related to early childhood literacy.
- Planning and presenting weekly story times and programs for young children, including babies and toddlers, at the library along with outside locations such as childcare centers and preschools.
- Planning and presenting programming for children from birth through Kindergarten.
- Assisting in the provision preparation, promotion, and implementation of the Library's annual summer reading program.
- Actively promoting the Library's early literacy resources and services to the school community and the community in general by means of providing content ideas for the Library Bulletin, flyers, and other promotional material created by the Library's Public Relations department.
- Building community partnership through interagency networking and serving on committees and task forces.
- Exercising sound independent judgment within designated areas of responsibility.
- Providing library tours and library presentations.
- Assisting agencies to create early literacy collections within a community agency.
- Selecting early literacy library materials for patrons.



- Participate in professional activities and conferences to keep abreast of trends, practices, and continued growth and development in services and programs for babies, toddlers, preschoolers, and kindergarteners.
- Assists patrons in person, via telephone, and electronic mail with questions.
- Offer and assist in performing essential duties of other programming/outreach staff when the need arises.
- Keep accurate statistics according to established library procedures.
- Assists with clerical duties when assigned.
- Answering reference questions related to early childhood and school aged children.
- Work with the Technical Services department to develop and install an early literacy and parenting collection at each branch location.
- This job description does not necessarily reflect all aspects of the job functions.

## **JOB REQUIREMENTS**

- High school diploma or equivalent; some college preferred.
- At least one year of library experience.
- Experience working with computers, databases, and search tools.
- Ability to obtain a Paraprofessional Certificate of Librarianship through the Kentucky Department of Libraries and Archives.
- Must possess and maintain a valid driver's license, clean driving record, and reliable transportation.
- Must be willing to work evenings and weekends as required.
- Requires availability for extended hours as needed.

## **SKILLS AND CHARACTERISTICS**

- Must possess people skills including the ability to: communicate effectively; express patience, friendliness, and courteousness; and, a desire to help others.
- Exercising sound independent judgment within designated areas of responsibility.
- Skills in public speaking and crowd control.
- Ability to share information effectively with groups of adults and children.
- The ability or desire to learn how to select children's literature to support early literacy.
- Basic public-facing desk and telephone etiquette.
- Ability to read and write, including by hand or typing.
- Ability to understand and follow verbal and written directions.
- Ability to communicate effectively in written and oral expression.
- Ability to work both independently and with staff in a team environment.
- Ability to use extensive workplace and other technology including email, internet, databases, social media, and other software.
- Knowledge of early literacy and school aged reference resources.



- Skill in applying library research methods and practices.
- Ability to quickly learn new technologies and integrate them into programming and outreach.
- Ability to be innovative, flexible, and well organized.
- Possession of excellent critical thinking skills.
- Possession of excellent critical thinking skills and the ability to make sound decisions.

### **PHYSICAL DEMANDS**

- Standing, sitting, stooping, pulling, pushing, and walking.
- Handling books and other Library materials.
- Using computer input devices.
- Visual acuity for near reading.
- Mobility to help patrons and reach materials.
- Pushing and pulling book trucks up to 50 lbs.
- Ability to lift 25lbs, or greater with assistance.

### **WORK ENVIRONMENT**

- Will work indoors and outside all year round.
- Climate controlled environment while indoors.
- Exposure to dust, sunshine, and the elements.
- Programming and outreach services will be performed offsite frequently.

### **WORK DEVICES**

- Computers and peripherals.
- General office equipment.
- Telephones.
- Book carts.
- Laminators.
- Carts and wagons.

**Bullitt County Public Library is an AA, EEO and ADA employer**