



## **JOB POSTING** **Outreach Services Manager**

The New Castle-Henry County Public Library is seeking an organized and motivated individual to provide leadership and guidance for Outreach Services. This individual will have full responsibility for department operations, staff supervision, and material selection. Some responsibilities include:

- Manage the selection, ordering and weeding of bookmobile materials consistent with the library's mission and policies.
- Train, plan, and assign duties to assistants.
- Rotate bookmobile driving tasks with departmental staff; responsible for the safe operation of the bookmobile and personal safety of bookmobile patrons.
- Plan and coordinate route schedules.
- Coordinate all aspects of circulation including teacher collections, home delivery and other outreach opportunities.

### **Knowledge and Skills Requirements:**

- Possess excellent interpersonal, verbal and written communication skills
- Ability to maintain good relations with the staff and public
- Proficiency in the use of computers and basic applications and the internet, including databases and social networking sites
- Must be able to safely drive large vehicle in all weather conditions
- Ability to work with children of all ages

### **Minimum Requirements:**

- Bachelor's Degree minimum; Master's degree in Library Science from an ALA accredited college or university preferred
- Ability to attain Indiana Library Certification 5 or higher
- Good driving record and current driver's license with ability to add "For-Hire" Endorsement
- Supervisory experience preferred

### **Physical Requirements and Work Environment:**

- Job will consist of bending, stooping, and standing.
- Must be able to lift at least 40 pounds and be capable of assisting children.
- Fast paced, sometimes stressful, confined work area

**Salary Range: \$35,000 - \$40,000 annually**

**Schedule:** Full-time, Monday – Friday, days, with occasional evening/weekend event

To apply, send resume and professional references to: [hr@nhcpl.org](mailto:hr@nhcpl.org)