



JOB DESCRIPTION

JOB TITLE: OUTREACH SERVICES LIBRARIAN (full-time, exempt)

REPORTS TO: Executive Director

POSITION SUMMARY

Provides outreach services to member organizations; leads the Council's Diversity, Equity, Inclusion, Justice (DEIJ), and Antiracism initiatives; manages the Hospital Library Services Program (HLSP); and facilitates Resource Sharing. Assists and advises the Executive Director in meeting the mission and goals of the Council. Effectively communicates with members, prospective members, partners, prospective partners, and staff.

RESPONSIBILITIES

Diversity, Equity, Inclusion, Justice, and Antiracism

- Participates in a work culture that promotes DEIJ and antiracism and actively works to eliminate or mitigate the effects of systemic racism and bias.
- Leads the Council's DEIJ and antiracism initiatives.
 - Updates the DEIJ Plan and works with staff and committees to implement.
 - Develops and works toward the DEIJ goals in the Plan of Service.
 - Assists the membership with their DEIJ efforts.
 - Plans DEIJ programs and services in collaboration with the Executive Director and other SCRLC staff.
 - Serves as the liaison to the DEIJ Advisory Committee.

Hospital Library Services Program (HLSP)

- Manages the Hospital Library Services Program.
- Provides outreach, training on hospital-specific electronic resources, advice, guidance, and consulting to SCRLC's hospital librarians and liaisons.
- Serves as the circuit librarian to hospitals without librarians. As such, forwards DOCLINE requests and performs literature searches.
- Seeks continuing education opportunities to support participants' needs.
- Builds and maintains relationships and communication with hospital members through annual or semi-annual in-person/virtual visits, regular publications, needs assessments, etc.
- Serves as the liaison to the HLSP Advisory Committee.
- Develops HLSP marketing plan, annual budget, and reports in collaboration with the HLSP Advisory Committee and the executive director.

- Develops special projects and investigates alternative service models seeking grant funding to support them when possible.
- Maintains a LibGuide and webpage relevant to the hospital members' needs.
- Collaborates with the fiscal services manager to ensure that the hospital (and other) DOCLINE EFTS deposit accounts are at needed levels.

Resource Sharing

- Serves as liaison to the Resource Sharing Advisory Committee.
 - Provides updates on the Bibliographic & Referral Center.
 - Plans CE events for the Resource Sharing Users Group in collaboration with the advisory committee and other ESLN Councils, as appropriate.
- Periodically analyzes ILL trends and their impact on SCRLC members.
- Maintains a LibGuide and webpage containing relevant interlibrary information.
- Provides or arranges ILL training, including DOCLINE.
- Handles resource sharing subsidies in years when they are offered.
- Promotes the South Central Onsite Reciprocal Access (SCORA) program.

Advocacy

- Participates in the Council's awareness and advocacy efforts.

Additional

- Develops creative projects for the region, seeking new sources of funding to support these projects.
- Participates in grant writing for the Council and its members.
- Participates in field visits to Council members, both virtual and onsite.
- Attends professional programs, meetings, and regional networking groups.
- Keeps up-to-date on library trends and developments in all types of libraries, information science, and hospitals.
- Participates in professional organizations and activities.
- Performs other duties as assigned.

Education and Experience

Required

- Graduate degree in library science from an ALA-accredited institution.
- Demonstrated commitment to promoting diversity and antiracism and working to advance a culture that strives to eliminate or mitigate the effects of systemic racism and bias.
- Demonstrated ability to work with diverse communities and populations.
- Excellent project management skills, including planning, budgeting.
- Demonstrated ability to manage multiple priorities, meet deadlines, and work under pressure.
- Excellent oral and written communication skills.

Preferred

- Knowledge of library trends, information science, and hospital libraries.
- Experience working in two or more types of libraries.
- Experience providing instruction to library staff.
- Working knowledge of a variety of electronic databases and technology applications.
- Knowledge of LibGuides.
- Experience working in multi-type collaborative library networks/consortia.
- Knowledge of resource sharing platforms.

Physical Demands

Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

Work Environment

SCRLC is housed within two separate spaces within the Finger Lakes Library System building. The space allows for both privacy and collaboration with other SCRLC staff. We work together extensively via Zoom, in that we continue to telecommute some days as a best practice in sustainability and reducing our carbon footprint. We work effectively together in-person or together, online. Because we are a small staff, we can be flexible in our work days and based on the needs of the membership.

The Council's staffing comprises fewer than seven persons and includes degreed librarians, support staff, and an occasional intern or temporary employee working on projects. Staff members are flexible, respectful, inclusive, positive, collaborative colleagues who work collegially to accomplish the work of the Council. The noise level ranges from very quiet to moderate. Frequent travel around the region is generally required.

This is a full-time (35 hours per week), exempt, permanent position.

SCRLC is committed to diversity, equity, and inclusion in all aspects of our operation. The DEIJ Advisory Committee and all SCRLC leadership acknowledge that DEIJ work can at times be challenging and strongly encourages all members to continue learning and commit to helping one another and our colleagues in that process. We are committed to the creation and maintenance of a safe, inclusive, and respectful space for a diverse and multicultural community. Having representation and engagement from library workers from diverse and historically oppressed and marginalized groups can effectively position us to address the changing needs of our members and their communities. All will be considered for participation in any of our programs, services, committees, special interest groups, or Board of Trustees.

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