



Craven-Pamlico Regional Library


Invites application for the position of:

Outreach Supervisor Permanent Full-time/Exempt position

Salary: Beginning at \$40,799.00

Opening Date: 12/27/24

Closing Date: until filled

 To be considered for this position you must attach a cover letter and resume to your CPRL online application and email to hr@mycpri.org with Outreach Supervisor in subject heading.

Position Overview:

Job Description: CPRL seeks an innovative professional to identify, build, and manage partnerships with community organizations, local government, and businesses throughout Craven and Pamlico Counties. The person in this position will provide active, strategic leadership for county-wide outreach activities and community relations and coordinate the library's volunteer base. They will develop a strategic outreach plan to meet customers' needs who cannot traditionally use the library, do not have access to a physical branch in their community, and/or are otherwise under-served. They will be based in New Bern and serve communities throughout the counties. This position will collaborate with staff at all locations to plan and coordinate off-site programs and services. 40% of this position is working in the community on the outreach vehicle. this position will supervise Outreach program staff and work under the Library Director's supervision.

EXAMPLES OF DUTIES:

- Plan, coordinate, and implement activities for library outreach programming, special events, and system-wide events externally and internally as needed.
- Oversees the development, implementation, and evaluation of outreach library programs, technology, and services for Patrons 13 and up; envisioning and interpreting community needs.
- Responsible for collection development. Provides advanced reference and readers' advisory services for customers in the public services areas.
- Ensures policies and procedures are followed, and library goals are met.
- Ensures safety and security for all staff and customers utilizing outreach services.
- Keeps staff informed of system-wide initiatives; promotes library trends and new technologies to branch staff.
- Oversees the development, implementation, and evaluation of library programs and services; envisioning and interpreting community needs, and developing new programs and services for all community segments.
- Administers the CPRL Library volunteer program, including approval of applicants, assigning location, statistic collection, and volunteer appreciation.
- Compiles and maintain statistical data for library programs and outreach initiatives for monthly and annual reports.
- Create and maintain programming partnerships with community-based organizations and agencies to facilitate programs and library initiatives.
- Facilitate effective communications and relationships with community groups, organizations and individuals.
- Demonstrate a strong commitment to teamwork and the ability to work with coworkers pleasantly.
- Collaborates with CPRL Administration on the library's budget; oversees the expenditures of all funds received for outreach services.

- Required to drive large van and operate van equipment for outreach/outdoor library.
- Performs other duties as required.

KNOWLEDGE AND SKILLS:

- Ability to work with diverse populations.
- Ability to organize, train, and oversee the work of paraprofessional in the activities of the library and to use good judgment in communication and maintaining effective working relationships.
- Project management
- Preparing and presenting reports and presentations, both written and to groups.
- Listening, understanding, and interpreting information received from employees and customers.
- Knowledge of public library automation systems and technology and a high level of Computer literacy
- Knowledge of collection development principles and practices in a public library setting

ABILITY TO:

- Use quantitative and qualitative measures to analyze library services in relation to needs of the community and to redirect library services consistent with changing public needs.
- Identify problems, recommend solutions, and administer library policies and procedures.
- Establish and administer organizational priorities according to library goals, community and County needs, and available resources.
- Develop and maintain effective working relationships with community leaders, government officials, professional groups, and the general public.
- Effectively organize, manage, and motivate people.
- Ability to perform appropriately when confronted with persons acting under stress and exhibit tact and diplomacy when managing others.
- Promote a positive work culture that acknowledges and accept differences and diverse viewpoints
- Read, analyze, and interpret professional media, financial reports and legal documents.
- Communicate effectively, patiently, and courteously, both verbally and in writing; listen and respond appropriately to needs and concerns.
- Work with confidential and sensitive information.

Minimum Qualifications:

Qualifications: A bachelor's degree is required. One to two years of library experience with significant experience in community engagement, relationship building, and/or government relations. Experience and commitment to serving diverse populations and traditionally underserved populations. Experience in program planning and presentations. . Familiarity with grant processes a plus. Proficiency in Spanish a plus.

Benefits: Includes holiday pay. Sick and vacation leave. Health, dental and visual insurance provided. Position is eligible for the NC Local Governmental Employees' Retirement System.

Inquiries about this job posting should be directed to hr@mycprl.org with subject heading "Outreach Supervisor."

Must have a valid driver's license with an acceptable driving record and the ability to drive at night. Prior to hiring, must obtain and show proof of a valid NC Driver's License and must maintain an acceptable driving record while employed.

A negative drug screen and background check are required.