Lycoming County Library System
Position Description

Job Title: Adult Outreach Professional	**Department:** Outreach
Classification: Professional II	**Reports To:** Deputy System Administrator
FLSA Status: Non-Exempt	**Date Approved:** March 2026

This position description is unique to your job title. There are requirements of being an employee of the Lycoming County Library System and the James V. Brown Library that apply to every staff member. You are expected to treat everyone, be it coworkers or patrons, with respect. You are always a representative of the Library and, as such, must be an advocate for the Library. The Library will continue to change, grow, and evolve; be on board. Be a good communicator and share ideas and concerns with your supervisor, coworkers, and staff. Always look for solutions.

This position description is not meant to be all-inclusive. There may be other duties assigned that fit within the overall responsibilities of your individual job.

Summary: The Adult Outreach Professional works independently and as part of a team to expand library service in Lycoming County and manages the day-to-day operations of a library outreach vehicle. This position works to identify and promote services that move beyond library walls through service to adults and youth.

Supervises: N/A

Committee Responsibilities: Outreach Team

Essential Duties and Responsibilities: The following list is representative of the typical duties and responsibilities performed. The employee's actual duties and responsibilities may vary slightly depending on department needs and individual assignments.

- As part of the Outreach Department, the employee actively plans, promotes, and implements outreach services to Lycoming County adults and youth.
- In conjunction with the Outreach Services Manager, works actively to select, evaluate, and create relationships with public sites and institutions as outreach stops.
- Develops a schedule for the vehicle to be open at stops for at least 20 hours of service to patrons per week in keeping with Pennsylvania library laws.

- Maintains a calendar of visits, mechanical service appointments, and special events.
- Keeps stakeholders informed about services, including regular visits or changes due to weather or mechanical issues, etc.
- Assists in the promotion and implementation of the Summer Learning Program.
- Maintains expert knowledge of the integrated library system (ILS).
- Maintains knowledge of and implements policies and procedures of the Lycoming County Library System and James V. Brown Library, as the System Headquarters.
- Manages the day-to-day operation of a mobile library:
    - Provides service to stops, including circulation duties, programming, and shelving/maintenance of the collection, which changes seasonally.
    - Ensures routine vehicle maintenance is completed on a timely basis.
    - Works with Fleet Director to maintain required paperwork on vehicle to ensure compliance with DOT regulations, i.e., inspections, safety checks, medical certifications, operation manuals, warranties.
    - Provides basic care for the vehicle, including but not limited to snow removal, car washes, fueling, and basic interior cleaning.
    - Recommends library materials for purchase based on the needs of the community.
- Attends at least four special events with a vehicle annually, based on community needs and with the approval of the Deputy System Administrator. These events may occur outside of regularly scheduled hours.
- Collaborates with and supports other outreach staff as necessary.

Education Required: Bachelor's degree from an accredited college or university. Coursework or experience in Library Service is preferred.

Experience and Qualifications: A valid Pennsylvania driver's license and the ability to obtain Act 35 clearance are required. A Motor Vehicle Report (MVR) will be run annually. All library employees must have a PA State Police Criminal Background Check, FBI Fingerprint Check, and Child Abuse Clearances completed before they begin work.

Two years of prior library experience is preferred but not required. Should possess a thorough understanding of the role libraries play in the educational arena and as a community agency for successful families.

Must be able to demonstrate expressive customer service skills (i.e., "people skills") with an emphasis on providing dignified service to children. Strong organizational and time management skills are essential. Proficient computer skills are also a must, including but not limited to Word processing, internet, and email. Previous experience in a physically-demanding role is helpful but not required.

Working Conditions and Physical Demands:

The physical demands described below are representative of those that must be met in order to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties and responsibilities of this position, the employee is regularly required to speak and hear at a conversational level; conduct repetitive motions with arms and hands, including handling objects; stand and sit for long periods of time; traverse a 58,000 square foot library building including moving between floors and areas with steps; push wheeled carts bearing 50 or more pounds of materials between different areas of the building; reach, stoop, kneel, and crouch. The employee is required to load bins of books weighing approximately 50 pounds into outreach vehicles daily.

Work takes place both indoors and outdoors. This position requires working on and around the outreach vehicle in challenging weather conditions that may impact staff comfort. This includes but is not limited to extreme cold, intense heat, inclement weather, and high humidity.