Full-time Outreach Manager

Chillicothe & Ross County Public Library has an immediate opening for a 40-hour per week benefitted Outreach Manager based primarily out of the Main Library in Chillicothe. Pay band begins at $46k per year with a maximum pay of $64k per year. Benefits include OPERS retirement, health, dental, vision and life insurance, paid vacation, personal, and sick leave.

The Outreach Manager plans and delivers library materials and programs to those who cannot make it to a brick-and-mortar library. Outreach services throughout Ross County include but are not limited to: homebound book delivery to patron homes; programs in nursing homes, daycares, and congregate housing facilities; partnerships with local organizations and agencies; 24/7 hold pickup lockers; and the library bookmobile, which offers scheduled and pop-up stops and participation at community festivals and special events. Manages a staff of two with a flexible schedule. Stays abreast of trends in Outreach Librarianship and is responsible for the vision and strategic planning for the future of outreach services throughout Ross County.

Qualifications

- Master’s degree in library science; or active enrollment in an ALA-accredited college.
- Three years library experience or equivalent public service.
- Knowledge of library equipment, materials, procedures, and policies.
- Ability to work with diverse groups while representing the library.
- Demonstrated ability to plan work and supervise personnel.
- Ability to speak in public.
- Ability to interpret users’ needs.
- Understanding the library’s role in the community.
- Highly organized with strong planning skills.
- Ability to work independently and collaborate.
- Valid driver’s license and maintain safe driving record.
- Must successfully pass a criminal background check.

To apply—
For fullest consideration, email a meaningful cover letter, resume, and three references related to your work history to jobs@crcpl.org no later than midnight March 10, 2024.

For a complete job description, visit https://www.crcpl.org/employment

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve.

Chillicothe & Ross County Public Library is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law.