

## BASALT REGIONAL LIBRARY

### JOB DESCRIPTION

<b>Job Title</b>	Spanish Language Outreach Coordinator	<b>Salary/Wage</b>	\$27.00 per hour
<b>Reports To</b>	Community Engagement Manager	<b>Status</b>	Full Time, Hourly, Non-Exempt
<b>Department</b>	Adult Programming	<b>Hours</b>	40 hours per week, may require nights and weekends

#### General Description

The Spanish Language Outreach Coordinator is a bilingual Spanish and English speaker. This position provides information to the Basalt Regional Library District Spanish speaking community about library services, training, and programs, through traditional and non-traditional marketing channels. This position leads the development and implementation of strategies and programs for maximizing the reach of library services, specifically to Spanish-speaking populations. This position performs a variety of tasks using independent judgment and discretion relative to the assigned area of responsibility within the library. Activities include selecting and maintaining Spanish-language collections, developing and conducting Spanish-language programs, and providing professional-level reference services in Spanish.

The Spanish Language Outreach Coordinator participates in the development, recommendation, and administration of library policies and procedures. This position oversees and provides budget input in assigned functional areas. This position works collaboratively with other library departments, the community, and/or external agencies. The Spanish Language Outreach Coordinator serves on various teams within the library. This position staffs the public service desk as needed.

All Library staff are expected to provide quality customer service with both internal and external customers and to establish and maintain effective working relationships in a team environment

#### Essential Duties and Responsibilities

- Conducts Spanish-language community outreach activities on behalf of the library
- Develops strategies for reaching members of the Spanish-speaking community to encourage library use, reading, education, etc.
- Develops Spanish-language trainings and programs that promote library services, messages, and/or programs
- Develops partnerships with groups to reach library goals
- Attends local community events and gatherings to promote library services

- Represents the library by giving presentations to community groups, at public meetings, and at other library outreach events
- Selects and maintains the library's Spanish-language collections, using best practices of professional librarianship
- Provides reference and readers advisory services to patrons of all ages
- Recommends changes to policies and procedures for improved library services
- Enforces Library rules and regulations
- Works to maintain a fun, safe, and positive environment which encourages intellectual curiosity and a love of reading
- Works at the public service desk, checks in items, shelves books, and performs other circulation tasks as assigned
- Performs other duties as assigned

#### **Knowledge, Skills, and Abilities**

- Ability to read, write, speak, and listen in Spanish and English at a bilingual level of proficiency
- Ability to form partnerships
- Ability to present and speak in public
- Ability to plan events, consider possible emergencies, and respond with planned contingencies
- Ability to translate written documents from English to Spanish and from Spanish to English
- Ability to drive personal vehicle to and from events outside the library
- Must possess excellent customer service skills and be a self-starter
- Ability to learn library operating systems, office equipment, and other technologies
- Ability to provide efficient and courteous patron service to a diverse patron population
- Ability to handle patron complaints and to resolve difficult situations
- Ability to learn and become proficient in the skills, functions, and technologies required to perform job duties

#### **Education and Experience**

- A Bachelor's degree is required
- Minimum 2 years' experience in a related field is required
- Bilingual fluency in Spanish and English is required
- An equivalent combination of education and experience may be considered on the basis of one year of experience for each year of education.

**Physical and Environmental Working Conditions**

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone
- Ability to work in a sedentary office environment
- Standing in work areas and walking between work areas may be required
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment
- Must occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information
- Ability to push a book cart to move and shelve books
- Ability to lift, carry, push, and pull materials and objects up to 30 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff
- Occasional work outdoors and in diverse environments
- Reasonable accommodations will be made for otherwise qualified individuals with a disability

Employee Signature	Date

The Basalt Regional Library District is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.