**MISSOULA COUNTY**

**COMMUNITY ENGAGEMENT SPECIALIST**

**10/2022**

This position is not subject to the overtime provisions of state and federal wage and hour laws, i.e., non-exempt.

DEFINITION: Facilitates programs, services, and community outreach in collaboration with other relevant staff. Organizes paid rentals of library spaces and performs work to enhance community engagement at the Missoula Public Library.

EXAMPLE OF DUTIES: (The following are intended to illustrate typical duties; they are not meant to be all inclusive or restrictive.)

**ESSENTIAL DUTIES:**

Collaboratively support programs and services at community locations outside of the library and organizes and facilitates community engagement events to meet patron needs.

Organizes paid rentals of library spaces, including responding to inquiries, scheduling, providing information, managing lease agreements, and identifying staff to work events in collaboration with Management.

Conducts outreach in the community to establish and maintain relevant partnerships through attendance at neighborhood meetings, organization, and community events.

Serves on library and community committees; contribute to policy development and strategic initiatives related to community engagement.

**OTHER DUTIES:**

Performs related work as required or directed.

SUPERVISION RECEIVED: Works under the direction of the Library Director.

SUPERVISION EXERCISED: None.

WORKING RELATIONSHIPS: Has numerous contacts with library personnel at all levels, with outside agencies and the general public to provide or obtain information; coordinates work efforts; and resolves operating problems.

PHYSICAL/ENVIRONMENTAL DEMANDS: Duties are primarily performed in an office setting, but may require long periods of walking, standing, sitting and talking. Involves occasional climbing or balancing, stooping, kneeling, crouching or crawling. Lifting and moving objects and materials up to 30 lbs. Occasionally requires pushing a wheeled cart containing books. Requires attending meetings away from the library, out of town and overnight.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE: Thorough knowledge of the principles and practices of public library operations. Considerable knowledge of public library services and library computer applications. Working knowledge of applicable collective bargaining agreement and HR Policy.

SKILLS: Skill in the use of library automation systems. Skill in computer applications including word-processing, spreadsheets and data base software. Skill in the use of the Internet. Skill in the use of other office equipment.

ABILITIES: Ability to provide courteous public service and maintain effective working relationships with a wide variety of people from diverse backgrounds Ability to interpret rules and regulations and develop policies and procedures for implementation. Ability to communicate effectively in the English language, orally and in writing, including grant writing and management reports. Ability to establish and maintain effective working relationships in a culturally diverse environment.

MINIMUM QUALIFICATION REQUIRMENTS:

EDUCATION: Two years post-secondary education at the university or college level or equivilant.

EXPERIENCE: Requires three years of experience in a library setting which includes face to face public contact.

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Signature of employee Date