



Job Description

Part-Time Library Technical Assistant II - Community Building & Outreach

Job Summary:

Works with Library staff members to build community partnerships and reach new library users. Cultivates communication and collaboration with community groups and partners. Reports to the Assistant Director.

Essential Job Functions:

- Initiates and cultivates communication and collaboration with community partners, businesses, interest groups, and other organizations.
- Participates in cross-department teams and works collaboratively with other members of the library staff to generate outreach ideas.
- Coordinates and manages library staff participation in community-based events, speaking engagements, and multimedia presentations.
- Represents the library at outreach events.
- Coordinates access to the Library's meeting rooms and exhibit spaces.
- Participates in the Library's internal Diversity, Equity, and Inclusion (DEI) Committee.
- Co-facilitates the Wallingford Racial Justice Team, comprised of community organizations and individuals and committed to DEI work in the community.
- Plans and coordinates "The Wallingford Table," a programmatic series of events that promotes community connection and celebrates diversity. Collaborates with the Publicity & Public Services Librarian to develop and produce engaging publicity of these events.

Required Knowledge, Skills, and Abilities:

- Two years of experience in planning and coordinating events in a community service role.
- Ability to work independently and as part of a team.
- Fluency in Spanish language preferred.
- Excellent organizational and problem-solving skills.
- Ability to communicate effectively in both oral and written form.
- Ability to engage community partners, patrons, and staff in the promotion of library programs and services.
- Valid driver's license and car insurance
- A commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Move throughout the library to lead programs and meetings and operate office equipment.
- Remain in a stationary position 50% of the time.
- Operate a computer and other office productivity machinery, such as scanner/fax machines, printers, and photocopiers.
- Communicate with staff and the general public and exchange accurate information.

- Have the visual acuity required to read and view from a computer terminal.
- Move equipment and book carts up weighing up to 50 pounds around the library building.
- Lift, move, and transport equipment and materials weighing up to 25 pounds to outreach events.
- Erect a tent or similar temporary structure.
- Must be able to transport self to work-related meetings, workshops, etc.

Hours:

15-20 hours per week, including occasional evenings and weekends.

Benefits & Compensation:

- \$25.83/hour
- Paid time off

Disclaimer: Nothing in this job description restricts the Wallingford Public Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the Wallingford Public Library's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

Wallingford Public Library's policy is to provide, in accordance with applicable law, equal employment opportunities to all employees and applicants without regard to race (including ethnic traits historically associated with race such as hair texture and protective hairstyles), color, religious creed, age, sex, pregnancy, marital status, national origin, ancestry, past or current mental or physical disability, genetic information, military or veteran status, sexual orientation, gender identity or expression, civil union status, status as a victim of domestic violence, or any other legally protected status.

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