

Librarian – I (Outreach & Circulation - Collection Services)

The Outreach and Circulation & Collections Services Librarian divides their time between community-focused fieldwork and vital in-house operations. The role is structured around three core priorities: leading impactful outreach initiatives, supporting circulation and collection services, and maintaining cross-trained flexibility across all age-level public service desks.

Reporting Structure: Reports directly to the Circulation and Collections Services Department Head

Key Responsibilities:

1) Outreach & Community Engagement (Primary Focus)

- **Vulnerable Populations:** Design, deliver, and coordinate targeted services for seniors and vulnerable populations, including individuals with disabilities.
- **Community Partnerships:** Attend local community events and actively cultivate strategic partnerships with organizations serving high-need demographics (e.g., teaching digital services like Libby at the Albany Guardian Society and working with group homes).
- **Field Services & Mobile Advocacy:** Support other outreach programs like school visits that facilitate early literacy programs at community organizations and actively register patrons for library cards on-site in the field.

2. Circulation & Collection Services

- **Circulation Operations:** Serve as a core member of the Circulation and Collections team when working in the building, ensuring smooth front-line desk operations and account management.
- **Outreach Collection Management:** Select, evaluate, and order items for the library's collection, keeping a strong, strategic emphasis on materials that support outreach populations and accessible formats.

3. Multi-Departmental Cross-Training

- **Desk Versatility:** Maintain full cross-training to confidently support all public service touchpoints.
- **Adult & Youth Services:** Periodically staff the Adult Services and Youth Services desks as assigned, providing seamless reference, reader's advisory, and desk coverage based on daily scheduling and organizational needs.

Schedule & Flexibility Expectations

- **Standard Work Week:** 37.5 hours per week.
- **Shift Rotations:** This position requires a flexible schedule to meet community needs, which includes a regular weekend rotation and one designated night shift per week.
- **Adaptability:** Candidates must be highly adaptable; daily schedules and field duties may shift based on the evolving needs of the organizations we serve and the growth of the outreach department.
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Requirements & Expectations:

- **Qualifications:** All applicants must meet the official **Civil Service Librarian I** qualifications and be prepared to perform all standard duties associated with the rank.
- **Flexibility:** Candidates must be adaptable; schedules and duties may change based on the needs of the organizations we serve and the growth of the department.

Job Type: Full Time

Salary: \$28.39/hr. **Please Note:** Effective July 1, 2026, salary will be \$28.82/hr.

Standard Work Week: 37.5 per week

To apply: Please submit a cover letter and resume to Alison Rodrigues-Jadav, Human Resources Manager, at JadavA@Guilderlandlibrary.org

Deadline: July 10, 2026

Employment at the Guilderland Public Library is governed by Albany County Civil Service. The Civil Service job description, including responsibilities and qualifications is attached.

Note: This job description is a general overview of the position and is not intended to be an exhaustive list of duties and responsibilities.

There is no current list or exam for this title, and it is being submitted for the NY Helps Program.