



## Village of Cottage Grove (WI) Library Outreach and Programming Specialist

**CLASS CODE** 50004

**ESTABLISHED DATE** February 05, 2023

**REVISION DATE** September 12, 2024

---

### **Position Summary**

#### **Purpose of Position**

The Library Outreach and Programming Specialist is responsible for designing and managing a comprehensive programming calendar that reflects the Library Board's mission to provide meaningful experiences for residents and visitors of all ages, abilities, and backgrounds. This role ensures programs align with the Village's and Library Board's commitment to Diversity, Equity, Inclusion, Accessibility, and Belonging in Community (DEIA-BC), as well as the Library Board's vision to offer no-cost, high-quality resources that support literacy and education. Success in this role requires strong collaboration, innovation, and a commitment to equity, community engagement, and lifelong learning.

#### **Position Accountability**

General day-to-day supervision, administrative direction, and performance evaluation shall be received from the Library Board President in consultation and coordination with the Library Board.

#### **Supervision Exercised**

The Library Outreach and Programming Specialist has no supervisory responsibilities.

#### **Major Duties & Responsibilities**

The following provides an overview of duties related to this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Create a flexible programming calendar as directed by the Library Board, while managing all aspects of program logistics, such as securing speakers, spaces, and supplies.
- Monitor the programming budget, ensuring expenditures are communicated to the Library Board President in advance and following the Board's purchasing policies.
- Build partnerships with local organizations, schools, neighboring libraries, and community groups to enhance services and address service gaps.
- Collect data on program participation and feedback, and reporting at Library Board meetings to ensure transparency and alignment with community needs.
- Implement a communication strategy to raise awareness about Library services and programs.
- Maintain clear communication and transparency through marketing and reporting efforts.
- Success in this role requires strong collaboration, innovation, and a commitment to equity, community engagement, and lifelong learning.

#### **Education, Experience, & Qualifications**

- High School diploma or equivalent, along with 3 years of relevant work experience. Bachelor's Degree in library science, education, communications, or related field preferred.
- Experience in program development, event planning, or community outreach, preferably in a library, educational, or non-profit setting.

- Basic knowledge of Microsoft products including Outlook, Excel, Teams, and PowerPoint.
- Ability to learn pertinent computer programs (or software) and to effectively use them to perform assigned duties.
- Ability to work independently, organize and prioritize work, respond to varied and changing work demands and make decisions as required.
- Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.
- Ability to communicate verbally and in writing effectively (including social media) with staff and public and maintain effective public relations.
- Ability to communicate orally and in writing with village personnel, department personnel and the general public.
- Understanding of customer service best practices and the ability to provide quality customer service to community members.
- Ability to establish and maintain effective working relationships with Village elected and appointed officials, co-workers, and the public.

## **Physical Demands & Work Environment**

### **Physical Demands**

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

While performing the duties of this job, the employee is frequently required to sit for long periods of time, and talk or hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms.

The employee must have the ability to communicate in writing, on the phone, and by other electronic means. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus. The employee may be required to walk for long periods of time or engage in other forms of physical movement.

### **Work Environment**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The work is performed primarily at a remote, off-site location (s).
2. Occasionally, work may be performed in a wider variety of settings including outdoors (extreme heat or cold), vehicle, and indoor office setting.

### **Hours of Work**

Time when work will be performed will be flexible due to programming and other commitments of the position at the discretion of the Library Board President.