

The City of Altoona Position Description

Position Title: Outreach and Technology
Librarian (OT)

FLSA: Exempt
Reports To: Library Director

Department: Library

Date: November 2025

Purpose of Position

The purpose of this position is to plan, manage, supervise, and perform outreach services and technology services. This is a supervisory position and is part of the library management team.

Schedule and Salary

- This is a full time, 40 hour/week position
- Monday through Thursday 12:00pm - 8:00pm and Saturday 9:00am - 5:00pm
- The starting salary for this position is City Grade I, Step 1, which for 2026 is \$27.16/hour or \$56,492.80 annually

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in library and information studies required. Three years of library experience required. Previous supervisory experience strongly preferred. In order to be a successful candidate the applicant will have a positive and engaging outlook, experience making connections and providing outreach, experience with library technology, instructional experience, the ability to successfully work independently and to be a team player as needed, strong written and verbal communication skills, a deep understanding of modern libraries and a drive to support and encourage library services in the community.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

The primary function of this role is to develop a strong community outreach program, this will include meeting with local businesses, organizations, community groups, and other interested parties to learn what the community needs. Develop programs and opportunities at the library that meet the needs of the community and assist in strengthening the library's needs within the community. Set up, manage, and supervise a home delivery program to meet the needs of patrons unable to visit the library. Set up, manage, and supervise an in-house library technology assistance program.

Represent the library at community events and functions. Work with the library director to create adult, senior, and family programming, assist the youth services librarian with children and teen programming as needed. Collaborates with the communications associate to schedule programming and events and promote the library and its programs and services. Track and report program statistics.

Works as technical assistant to the public, offering training and instruction on various technology needs, alongside the library director. Performs circulation desk duties. Assists customers using library technology. Answers patron questions.

Serves as manager on duty for evening/weekend hours or in absence of library director. Plans, assigns, and reviews duties and projects. Responsible for closing the building and responding to emergency situations or weather situations in conjunction with the library director. Works as part of the library leadership team along with the library director, youth services librarian, and circulation manager.

Orders materials in assigned collection regularly, using reviews, research, knowledge, and statistics to ensure the most up-to-date and patron driven collection. Catalogs new materials ordered for addition to the collection. Collections assigned to this role are audiobooks, DVDs, large print, inspirational fiction, and graphic novels, all aimed at adult audiences. Maintains/weeds collections as needed.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Monitors and reports behavior in violation of library policies or the law.
- Utilizes security camera software to investigate problems occurring within the library.
- Assists ill or injured customers; dispenses first aid supplies; calls 911.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record, and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

Ability to counsel, treat, and mediate, and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.

Ability to utilize a variety of advisory data and information such as circulation records, statistical reports, time sheets, lists, schedules, damage/missing materials reports, collection agency reports, budget request forms, receipts, computer documentation/software operating manuals, billing statements, equipment operating manuals, procedures, guidelines, and non-routine correspondence.

Ability to communicate orally and in writing with customers, vendor representatives, service personnel, students, volunteers, library personnel (internal and from other libraries), and library board members.

Mathematical Ability

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing, and controlling.

Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Physical Requirements

Ability to operate a variety of office and library equipment such as a computer and peripheral equipment, barcode scanner, self check machine, automated checkin/checkout equipment, telephone, calculator, and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing, shelving and pulling library materials, lifting computers and other equipment, carrying bags of books, etc.

Ability to exert moderate physical effort in moderately physically demanding work, which may involve sitting, standing, walking, lifting, carrying, bending, twisting, turning, pushing, pulling, reaching, climbing, balancing, kneeling, and crouching.

Ability to lift 50 pounds; ability to push and pull objects weighing 300-400 pounds on wheels.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials, and tasks.

Environmental Adaptability

Ability to work under conditions which require exposure to adverse environmental factors such as irate individuals, individuals involved in criminal acts, sick or injured individuals, and/or dust. This exposure may cause some discomfort and presents a risk of injury.

EOE/ADA

The City of Altoona is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.