



# TOWN OF MEDWAY

## COMMONWEALTH OF MASSACHUSETTS

### JOB DESCRIPTION

<b>Job Title:</b>	PROGRAMMING AND OUTREACH LIBRARIAN	<b>Date:</b>	NOVEMBER 2025
<b>Department:</b>	LIBRARY	<b>Grade:</b>	7
<b>Reports To:</b>	LIBRARY DIRECTOR	<b>FLSA:</b>	NON-EXEMPT

### POSITION PURPOSE:

Under the general direction of the Library Director, the Programming and Outreach Librarian will support the Medway Public Library's mission to develop a community center by managing and scheduling the Library's adult programming and outreach services. The Programming and Outreach Librarian will plan, market, execute, and evaluate a robust schedule of library programs targeted at adult and intergenerational audiences and reflecting a wide range of topics, including but not limited to author events, music and arts programs, book clubs, tech classes, and local history events.

### ESSENTIAL FUNCTIONS:

- Works both individually and collaboratively with colleagues, community groups, and Town departments to envision, plan, present, and promote programs and activities.
- Looks for opportunities to take library programs and services out beyond the Library's walls.
- Executes library marketing campaigns from beginning to end for adult programs and services, including creating graphic images and text copy for digital and print, managing library social media accounts.
- Conducts the majority of the marketing and social media interactions for the library.
- Runs the Seed Library.
- Manages our online calendar, website content, and library catalog (Aspen system) to create a more helpful interface for users.
- Identifies grants and other funding operations to support public programming.
- Provides desk coverage for the Circulation Desk as needed.
- Provides outstanding customer service to patrons at the library's busy public service desks.
- Handles complaints and suggestions in a professional manner and refers them to the appropriate staff member.
- Uses, and assists patrons and staff in use of an ever-changing variety of library equipment. Assists patrons in person, by phone, and online.
- Has access to confidential information and performs duties that require constant attention to detail and accuracy.
- Serves as a Notary Public.
- Responsible for collection development in assigned areas, as well as other areas as needed. Manages collection through reports and accepted practices of weeding.
- Participates in professional development to gain additional knowledge and skills and shares new knowledge and skills with colleagues as appropriate.
- Assumes responsibility for closing the library one night a week.



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### **JOB DESCRIPTION**

#### **SUPERVISION:**

Works under the general direction of the Library Director.

#### **MINIMUM QUALIFICATIONS**

##### **EDUCATION AND EXPERIENCE:**

- ALA-accredited MLS or MLIS required.
- 2-3 years of public library experience preferred.
- Experience planning and running large scale events or programs.
- Experience in circulation or reference services.

##### **KNOWLEDGE, ABILITY, AND SKILL:**

The Programming and Outreach Librarian must possess excellent oral, written and virtual communication skills. Knowledge of social media platforms, graphic design programs and virtual meeting software is desired. This role requires a strong commitment to the principles of diversity, equity and inclusion as cornerstones to excellent library service. The Programming and Outreach Librarian will have the ability to deal with colleagues and community members courteously and tactfully as well as work successfully as the leader of or member of a team.

##### **PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the incumbent is frequently required to walk, sit, and talk and hear. The incumbent is occasionally required to use hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. The incumbent is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The incumbent must occasionally lift and/or move up to 25 pounds.

##### **WORK SCHEDULE:**

The work week is 40 hours including one (1) evening per week and one (1) Saturday per month as well as attendance at special meetings and programs.

##### **WORK ENVIRONMENT:**

The work environment typically involves a municipal library setting. The employee may occasionally be required to work beyond normal business hours to attend evening meetings or department-sponsored planned events.