

# LIBRARY EDUCATION OUTREACH SPECIALIST

Recruitment #1504-2638DC-001

**List Type** Original

**Open Date** 4/10/2015 3:00:00 PM

**Filing Deadline** 5/1/2015 11:59:00 PM

**HR Analyst** Cassandra Scherer

## **PURPOSE**

**PURPOSE:** The Teen Education Outreach Specialist is responsible for developing and implementing the library's Out-of-School/Connected Learning for Teens initiative, as outlined in the Library's MPL 2020: Our plan for the Future. Reporting directly to the Librarian V, Education and Outreach Services Coordinator, this position will develop new educational programs and services, budgets, and gathering spaces to encourage teens to engage in reading, creative development and learning activities outside of the school setting. The Specialist will be knowledgeable in and have the capacity to utilize emerging technologies and Connected Learning principles to achieve system goals and desired outcomes.

## **ESSENTIAL FUNCTIONS**

40%

- Develops technology-based programming geared for a teen audience that supports learning and fosters creativity and innovation.
- Develops and presents programs that document student achievement using developmental milestones which serve to build confidence as students' progress over time.
- Develops and oversees instructional design, curriculum development, audience development, and creation of learning aids.
- Oversees a budget and maintains effective cost controls.
- Monitors and evaluates programs to ensure programs are developed based on a needs assessment.
- Establishes partnerships with community organizations to support program implementation and to assist with the advancement of system goals.
- Serves as a library liaison to community leaders, adults and organizations serving teens, and frequently makes presentations to these and other groups.

25%

- Delivers programs and trains others to do the same.
- Conducts recruitment and selection for new hires, provides training, schedules and coordinates the work of all staff, contract workers and volunteers participating as trainers for Out-of-School/Connected Learning programs.
- Serves as supervisor for the pool of trainers, conducts performance management, and makes recommendations to the Librarian V for commendations or appropriate employment actions.

10%

- Using the Milwaukee Public Library's format from the Universal Building Program, develops standard functional space summaries listing functional descriptions with specifications and requirements for space, furnishings, computing equipment, and software applications needed to support and deliver programming.

## ***Library Education Outreach Specialist***

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10%

- Serves as mentor and role model for teens participating in MPL's Out-of-School/Connected Learning programs.

10%

- Provides support and advice to staff on techniques for other library programs such as teen advisory boards, teen summer reading, teen read week, school and class visits, and radio and television programs.
- Serves on planning committees related to teen services, such as, but not limited to, teen summer reading, teen programming, and the teen webpage committee.

5%

- Performs miscellaneous tasks including administrative duties, report writing, assisting with grants and special projects and contributing to the growth and development of the MPL.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **MINIMUM REQUIREMENTS**

1. Bachelor's degree in Education, Counseling, Social Work or related field.
  - **IMPORTANT NOTE:** To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.
2. At least four years of experience in classroom teaching or counseling, of which at least three years have been in work with middle and/or high school students.
  - **NOTE:** Equivalent combinations of training and experience may be considered.
3. Valid driver's license and use of a properly ensured vehicle are required at time of hire and throughout employment.

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Broad knowledge of services to youth
- Understanding of teen developmental stages
- Knowledge of Connected Learning principles
- Strong curriculum planning skills
- Ability to design, implement and evaluate new programs for teens that align with community needs and the Library's strategic plan
- Strong project management skills
- Demonstrated ability to work independently, take the initiative and be a self-starter
- Ability to work as a team member
- Strong customer service orientation
- Ability to work effectively with staff, students, parents and community groups and leaders
- Ability to effectively promote programs
- Ability to train and direct the activities of staff
- Ability to organize work, manage priorities and coordinate people and resources
- Ability to motivate and evaluate the work of others
- Excellent oral communication skills, both one-on-one and before audiences

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- Excellent written communications skills, including the ability to write for publication
- Proficient with Microsoft Office products such as Excel and Access

### **CURRENT SALARY**

The current starting salary (PG2DN) for City of Milwaukee residents is \$50,451 annually, and the non-resident starting salary is \$49,214. Appointment above the minimum is possible.

### **SELECTION PROCESS**

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **May 1, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.