



Title: Bilingual Library Assistant

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Work Location: Fort Collins, Colorado,

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## Description

Working at Poudre River Public Library District is about being part of a dynamic organization that is transforming the community and having fun along the way. You'll be instrumental in helping our library customers connect to the ideas, information, and resources that spark their curiosity and support lifelong learning. More than 1 million people come through our doors each year and tens of thousands more access important library services online and through our outreach efforts, making the Library District - and its staff - an indispensable public resource. Come check us out!

## Job Description

**Job Title:** Bilingual Library Assistant - Outreach Services

**Reports To:** Outreach Services Manager

**Location:** Webster House Administration Center

**Job Type:** Full-time, Classified

**FLSA Status:** non-exempt

**Benefits:** This position is eligible for full-time benefits

**Summary:** Develops, coordinates, and provides library services, primarily outside of the library branches, to culturally diverse and underserved residents and communities throughout the District.

## Essential Duties and Responsibilities

- Delivers programs that reduce barriers to library service for children, teens and adults based on socioeconomic circumstances, culture, privilege, language, gender, ability and other diversities.
- Delivers programs at various locations in the community or inside the library to address

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community and educational needs, including those of unserved and underserved populations.

- Delivers programs and services such as story times and classes in English and in Spanish.
- Selects and promotes materials by and about underrepresented communities, addressing the need for more representation of marginalized groups.
- Communicates and collaborates in partnership with other organizations serving unserved and underserved individuals and groups in the community.
- Provides mobile computer classes.
- Responsible for department program scheduling.
- Other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Required Skills**

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#### **Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Demonstrates professional knowledge of characteristics and needs of diverse populations and underserved community groups.

- Demonstrated skill working with diverse populations.
- Possesses an understanding of his/her own personal and cultural values, beliefs, and sociocultural identities, including racial, class, and gender identities as a first step in appreciating the importance of culturally diverse identities in the workplace and wider community.
- Demonstrated ability to establish and build community connections and partnerships.
- Strong knowledge and experience with using and teaching others to use a variety of technology and library digital resources.
- Ability to work with all age groups in a variety of formats.
- Ability to provide excellent customer service.
- Willingness to travel regularly to program locations throughout the District.
- Knowledge of effective classroom teaching techniques.

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- Ability to demonstrate patience and promote active learning while adapting instruction to the needs and abilities of individual learners.
  - Knowledge of library services and materials.
  - Excellent communication skills and sensitivity to the particular needs of the public.
  - General office equipment operations.

**Education/Experience:**

Bachelor's degree required in liberal arts, science, or other related field; plus one to two years related library or community outreach experience; or equivalent combination of education and experience.

**Language Abilities:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers, the community and/or employees of an organization.

Fluency in English and Spanish is required.

**Reasoning Abilities:**

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Certificates and Licenses:**

Valid driver's license required.

**Supervisory Responsibilities:**

This position does not have supervisory responsibilities.

**Work Environment:**

The work environment is varied. Position involves frequent, short distance travel, and performing work outside of library facilities in various District communities and varied venues such as schools, recreation centers, parks, etc. The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; stand; walk reach with hands and arms; stoop; kneel; crouch; crawl; talk and hear. The employee is frequently required to use hands to handle or feel. The employee is occasionally required to climb and balance. The employee must regularly lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds.

The Poudre River Public Library District will make reasonable accommodations for access to Library District services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 221-6740 for assistance.

Poudre River Public Library District is an Equal Opportunity Employer. Applicants are considered for positions for which they have applied without regard to gender (regardless of gender identity or gender expression), race, color, religion, creed, national origin, ancestry, age 40 years or older, marital status, disability, sexual orientation, genetic information, pregnancy or other characteristics protected by law. For the purpose of this Library District policy "sexual orientation" means a person's actual or perceived orientation toward heterosexuality, homosexuality, and bisexuality.

**BACKGROUND CHECK REQUIRED.**

*Note: Some information in your application may be public information under the Colorado Open Records Act.*

**Benefits**

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Starting annual compensation: \$40,034.00

This position is eligible for a benefits package that includes: Medical; Dental; Vision; Life Insurance; Short and Long-term Disability; Wellness Program; Employee Assistance Program; 9 paid holidays; Vacation and Sick Leave.

**Kind:** Full Time

**Level:** Professional

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## Apply

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- SELECTION PROCESS:
- Position will be posted until filled
- All applicants must apply online and submit a cover letter and resume.

Applicants will receive an email acknowledgment when the application has been successfully submitted. Completed applications will be forwarded to the hiring manager. Applicants who are selected for further testing or interviews will be contacted by someone on the hiring team to schedule. Please keep your contact information up-to-date. **No phone calls, please.**

**Post -offer background check & MVR required.**

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