

Village of Sauk City
George Culver Community Library

Job Title: Adult Services and Outreach Librarian
Reports To: Library Director
Schedule: Full-time, Non-exempt, Benefits Eligible
Date Approved: 07/13/2026

SUMMARY

The Adult Services and Outreach Librarian develops and delivers library programs, services, and collections for adult patrons, while also serving as the library's connector to the community both in-person and online. This role combines reference and readers' advisory work with community partnership-building and hands-on marketing/social media responsibilities to raise the library's visibility and engagement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, leads, and evaluates active and passive adult programs, tailored to meet the needs of the community and reaching those that are underserved.
2. Selects material for, develop, and maintains all adult collections and periodicals.
3. Collaborates with the Director to maintain the Wisconsin History Room collections.
4. Creates displays and interactive materials for the library.
5. Coordinates Adult volunteers.
6. Represents the library and promotes library services at community events, fairs, and coalition meetings.
7. Serves as the principal contact for community groups interested in outreach services.
8. Coordinates outreach efforts to adults in the community, including site visits and home delivery service.
9. Creates and manages content for the library's social media platforms (Facebook, Instagram, etc.).
10. Designs promotional materials (flyers, newsletters, social media posts) for adult programs and events, and assist with materials for children's programs when requested.
11. Edits and manages the library website.
12. Photographs/documents events for promotional use and archives.
13. Answers patron questions. Responds to general information requests in person, by telephone, and through email.
14. Provides reader's advisory to children, teens, and adults at our public service desk.
15. Registers new library patrons and issues library cards.
16. Maintains library confidentiality regarding patron and staff records and information. Follows the principles of intellectual freedom.
17. Serves on the Leadership Team, participating in library planning, making policy and serves as supervisor in the absence of the Director.
18. Performs other tasks as assigned.

REQUIRED KNOWLEDGE AND ABILITIES

1. Ability to work effectively and enthusiastically with a diverse population of library users.
2. Ability to develop creative, innovative, meaningful opportunities to connect adults with the library.

3. Ability to perform with minimal supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability, and timeliness.
4. Ability to adapt to multiple demands and changing priorities, and be willing to learn new methods and ideas.
5. Operate computers, FAX, and copy machine.
6. Strong knowledge of and comfortability working with digital resources and technology.
7. Strong interpersonal, public speaking, and relationship-building skills

PREFERRED KNOWLEDGE AND ABILITIES

1. Knowledge of modern library methods and procedures.
2. Knowledge of local Community Resources.
3. Knowledge of library ILS (SirsiDynix preferred) and digital resources such as e-readers, Libby, and Hoopla.
4. Considerable knowledge of adult literature.
5. Grant writing and execution.
6. Experience with Canva or other graphic design programs.
7. Website management.

PHYSICAL DEMANDS

1. Keyboarding, writing, filing, sorting, shelving, and processing.
2. Processing library materials; picking up and shelving books.
3. Lifting and carrying: 50 pounds or less.
4. Pushing and pulling: objects weighing 300-400 pounds on wheels.
5. Sitting, standing, walking, climbing, kneeling, bending/twisting, reaching and crouching.

ENVIRONMENTAL/WORKING CONDITIONS (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. Regular working hours with one evening a week.
2. Occasionally exposed to outside weather conditions.

EDUCATION AND EXPERIENCE

Minimum: Completion of GED or High School Diploma, plus two years of previous experience in a library, non-profit, or educational setting.

Preferred: Bachelor's degree or any equivalent combination of completed college courses and experience working in a library.