

JOB TITLE: WVLS Public Library Consultant

CLASSIFICATION and PAYGRADE: Librarian

(Paygrade commensurate with qualifications and experience)

DEFINITION

Under the general direction and oversight of the Director, the Wisconsin Valley Library Service (WVLS) Public Library Consultant is responsible for:

- Providing consultant and advisory services to member libraries in the areas of patron (youth, young adult and adult) services.
- Creating and implementing a responsive website development, management and hosting strategy on behalf of member libraries.
- Assisting member libraries in marketing their services and promoting their value to their communities.

GENERAL DUTIES / EXAMPLES OF WORK *(The list below is intended to describe the general content of and major responsibilities for performance of the position. It is not intended to be an exhaustive statement of job duties or requirements.):*

- Works with staff to develop and implement a consistent and effective communications and marketing plan.
- Publishes staff contributions to the WVLS blog *Digital Lites*, newsletter, and website.
- Acts as the primary system staff resource in the areas of youth/young adult/adult services, reference services, collection development and website development.
- Maintains WVLS collections of library materials and the shared WVLS/IFLS collection of makerspace resources.
- Proactively consults with member library personnel and visits all member libraries.
- Plans and coordinates orientation for new library directors.
- Conducts an annual Summer Library Program workshop.
- Coordinates the WVLS Summer Library Performer Grant program.
- Hosts annual grassroots meetings of area library staff members who work with children.
- Writes and administers grant applications.
- Attends meetings of the WVLS Board of Trustees and WVLS Library Advisory Committee.
- Represents WVLS on appropriate committees, work groups and boards.
- Regularly engages in professional development activities.
- Assists other system staff with special projects as assigned by the Director.
- Performs other activities as requested by the Director.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent interpersonal skills and ability to maintain and foster and maintain cooperative and courteous working relationships with WVLS staff members and trustees, member library personnel and colleagues throughout the state.
- Proficient knowledge of current public library practices and services.
- Ability to proactively identify, implement, and participate in collaborative opportunities and partnerships.
- Avid, proactive, focused learner with the ability to self-manage professional development.
- Ability to use or quickly learn appropriate computer software and web applications.
- Ability to manage diverse projects with a commitment to quality, accuracy and efficiency within set budget.
- Ability to professionally interact with users and to work effectively and cooperatively as a team member.
- Strong written/oral communication skills and demonstrated ability to present information to internal and external colleagues and end users who possess varying degrees of experience.
- Ability to work in an environment that fosters experimentation and change.

- Strong customer service orientation and skills.
- Ability to proactively identify and solve problems.
- Ability to perform assigned tasks independently.
- Ability to travel to all appropriate functions.
- Proficient knowledge of layout and design principles for various communications, information and marketing materials and channels.
- Ability to excel in stressful situations.

EDUCATION AND EXPERIENCE

- Masters in Library Science from American Library Association (ALA) accredited Institution required.
- Minimum of 3 years professional experience in or consulting with public libraries required.
- Operational experience with the software used by the WVLS ILS Consortium required.
- Operational experience with OverDrive required.
- Experience using various online communications and social media tools required.
- Experience successfully managing projects required.
- Experience developing curriculum and training materials preferred.
- Experience working public library reference and circulation desks is preferred.
- Experience in all aspects of library collection development – selection, acquisition, maintenance and deselection – is preferred.
- Grant writing or other fundraising experience highly desirable.
- Experience in a public library system setting may be considered an asset.

NOTE: In evaluating candidates for this position, WVLS may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of this position. Education may be substituted for experience, or experience substituted for education.

MENTAL REQUIREMENTS

- Analytical skills: resolve novel and diverse work problems on a daily basis; identify problems and potential areas for improvement; utilize available information sources in decision making; develop feasible, realistic solutions to problems.
- Planning and organizational skills: develop long-range plans and establish methods for accomplishing goals.
- Communication skills: effectively communicate ideas and information both in written and oral forms and in Standard English; receive incoming information with sometimes erroneous statements or misuse of terminology and be able to process it and work through the conversation successfully, maintaining a positive attitude and demeanor.
- Reading ability: effectively read and understand information contained in professional resources, memoranda, reports and bulletins.
- Mathematical ability: calculate basic arithmetic problems [addition, subtraction, multiplication, division] without the aid of a calculator.
- Time management: manage multiple projects, set priorities and meet project and assigned deadlines.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is occasionally required to: sit; use hands to write, grasp, and keyboard; talk; hear; stand, walk, and reach with hands and arms; and lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.
- The ability to drive is required.

Work Environment

- Heated and air conditioned office environment. Noise level is usually low to moderate.

- Friendly and courteous staff and supervisors.
- Must be able to lift or carry equipment and work in awkward positions and circumstances on occasion.
- Must attend training sessions, meetings, conferences, that may include evening and weekend hours, and overnight travel.
- Consistent and punctual attendance is required for employment.
- A valid Wisconsin driver's license and means of transportation are a requirement for employment.