

Procurement & ERate Consultant

Southern Tier Library System
Corning, New York

Southern Tier Library System is accepting applications for the position of Procurement & ERate Consultant. The library system seeks an energetic candidate with a vision for 21st century library practices, and a passion for providing meaningful services to 48 member libraries within a team-based cooperative library system environment.

GENERAL STATEMENT OF DUTIES

This is a level 4 full time non-exempt professional position serving in a leadership role within the Division of Information Technology. The Procurement & ERate Consultant provides support to member libraries relative to all aspects and approaches of library operations, specifically IT systems design, procurement of library system and member library equipment, setup and maintenance of staff & public computers and the coordination of ERate funding for system-wide internet connections. Areas of expertise might include: library IT patron-experience, facility design relative to IT setup, uniform procurement practices, policy development, internet connectivity, digital inclusion, relationship building, trending services and leadership.

ESSENTIAL FUNCTIONS OF THE POSITION

Continuing Education: Consistently participates in professional development trainings to stay current on trends and best practices relative to *General Statement of Duties*. Always learns to serve as a library system expert in all things related to public library practices, and specifically design, setup and maintenance of computers, equipment procurement and internet connections & ERate funding.

Computer & Equipment Layout: Responsible for staff and public computer systems and equipment design spec, procurement, imaging, deployment and support for the library system and member libraries. Develops a comprehensive computer and equipment program that allows for the quick deployment of staff and public computers at member libraries taking into account user-experience and routine maintenance efficiencies.

Internet Connections: Partners with IT staff and internet service providers to maintain fiber, cable or wireless internet connections at the library system and member libraries. Procures and works with IT staff to support member libraries' wireless devices and security appliances.

ERate Funding: Works with Assistant Director – Head of IT to secure federal ERate funding annually for library system and member libraries as it relates to ISP connections and equipment. Responsible for all application and reporting requirements. As well as working with library system administration to track finances.

REQUIRED KNOWLEDGE OF SKILLS AND ABILITIES

Exhibits innovative, enthusiastic and adaptive qualities.

Willing to work flexible schedule to meet member libraries' needs.

Demonstrates leadership skills and passion for the profession.

Works cohesively in a team and project-based environment.

Expresses a high-level of empathy for libraries and people with diverse skill-sets.

Ability to collaborate with other library system Divisions and align goals with Plan of Service.

MINIMUM QUALIFICATIONS

Master's degree from an accredited information science school; or Bachelor's degree with 2-3 years of job-specific experience.

Strong commitment to providing public library support within fast-paced work environment.

Supervisory experience.

Valid driver's license.

DESIRED QUALIFICATIONS

Professionalism and commitment to the field of library and information sciences.

Active participation & leadership in regional and state initiatives, associations and committees.

EXAMPLES OF WORK

- Designs staff and public computing layouts for member libraries taking into account user-experience, routine maintenance, ongoing support and uniformity.
- Purchases, configures, installs, maintains and troubleshoots computers, laptops and equipment at library system and member libraries with high level of customer service.
- Monitors and maintains fiber and cable internet connections including supporting equipment.
- Oversees library system ERate program by filing and following-up all necessary forms.
- Completes ERate filings in a timely manner and reports financial information to administration.
- Evaluates new technology and seeks innovative ways to utilize in support of library system staff.
- Develops policy and procedures to support work associated with *Essential Functions of Position*.
- Organizes and/or conducts training workshops as needed pertaining to *Essential Functions of Position*.
- Collaborates with library system staff to create system-wide learning opportunities, including: conferences, workshops, meetings, webinars, tutorials and online learning.
- Networks and engages with other professionals across New York State specific to *Essential Functions of Position*, and participates in professional associations to stay connected to professional community.
- Participates in local, regional and state meetings to offer knowledge and stay informed.
- Other duties as assigned.

ADDITIONAL DEMANDS AND WORK ENVIRONMENT

- Frequent travel throughout library system's region, and quarterly state-wide travel.
- Sitting, talking, listening and standing.
- Reasonable accommodations can be made to enable all eligible individuals to perform the essential functions.

Salary & Benefits

Salary range is \$46,000 – \$50,000 for this 37.5 hour per week position, and commensurate with experience. 2% salary increase following successful completion of 6-month probationary period. New York State Retirement & Empire Health Plan. Paid vacation, sick, personal and holidays based on organizational contract.

How to Apply

Please email a meaningful cover letter, resume and at least 3 professional references to communitylibrarypartner@stls.org. (Attn: Brian Hildreth, Executive Director).

Documents should be sent as pdf. Attachments. Subject line should read: "Procurement & ERate Consultant Search – Southern Tier Library System. Please provide your full name, physical mailing address, and primary phone number in the body of the email.

For more information about this position, Southern Tier Library System and our quality of living... visit us online at <http://www.stls.org/job-opportunities/>.

Deadline

Preference will be given to applications received by Friday, December 14, 2018, but applications are accepted until the position is filled. Interviewing begins early January 2019. Preferred start date is March 2019.

STLS is an Equal Opportunity Employer

About Southern Tier Library System and Our Region

Our headquarters are in Painted Post just five miles from historic downtown Corning, NY ([Corning Museum of Glass](#), [Rockwell Museum](#), [Gaffer District](#) and [Corning Area Chamber of Commerce](#)).

We serve a five county region (Allegany, Chemung, Schuyler, Steuben & Yates), which incorporates the picturesque Appalachian Plateau and Southern Finger Lakes. Many of our southern region communities have easy access to hiking, skiing, hunting and camping throughout the foothills of the Appalachian Mountains, while our northern region communities enjoy boating, swimming, biking and wine & distillery tours around Keuka and Seneca Finger Lakes.

All 48 of our libraries are unique as the communities they serve. A sample of our communities include: the City of Elmira located in Chemung County ([Center for Mark Twain Studies](#), [Arnot Art Museum](#), [Clemens Performing Arts Center](#), [Elmira College](#) and [National Soaring Museum](#), [Chemung County Chamber of Commerce](#)). Watkins Glen & Montour Falls located in Schuyler County ([Watkins Glen International](#), [International Motor Racing Research Center](#), [Watkins Glen State Park](#), [Shequaga \(Montour\) Falls](#) and [Old Havana Courthouse Theater](#)). Hammondsport in Steuben County ([America's Coolest Small Town](#), [Curtiss Museum](#) and [Local Wineries](#)). Penn Yan and Branchport in Yates County ([Keuka College](#), [Yates County Chamber of Commerce](#), [Local Wineries](#)). Alfred, Fillmore and Wellsville in Allegany County ([Alfred University](#), [Alfred State College](#), [Houghton College](#), [Allegany County Chamber of Commerce](#)).

The Southern Tier Library System is 1 of 23 public library systems in New York State. Our organization has recently restructured to meet the growing and diverse needs of our member libraries. Our leadership team is committed to supporting our 48 member library outlets, and developing innovative ways to make public library services essential to the Southern Tier region.