

## **Resource Consultant**

Southern Tier Library System  
Corning, New York

Southern Tier Library System is accepting applications for the position of Resource 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 professional position serving in a leadership role within the Division of Professional Development & Outreach. The Resource Consultant provides support to member libraries and assisted-living facilities relative to all aspects and approaches of library operations, specifically outreach collections, experiential learning program resources and delivery of library materials. Areas of expertise might include: collection development, experience-based learning for all ages, makerspaces, library material delivery, community engagement, relationship building, trending services, leadership & marketing.

### **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 outreach collection development, experience-based learning for all ages, community engagement and the delivery of library materials.

**Collection Management:** Manages the development and circulation of outreach collections as well as library system program resources geared towards all ages. Collaborates in the creation and distribution of marketing materials in support of outreach services and other resources offered by the Division of Professional Development and Outreach, including the promotion of outreach collections and program resources to member libraries and local sites through visits, social media, and newsletters.

**Programming:** Works to educate, encourage and support library directors and staff to lead at high levels of efficiency, which results in local library services that enhance community engagement through outreach collections, experiential learning program resources, programming that utilizes resources and the effective delivery of library materials. Focuses on utilizing tools, resources and knowledge that align with best practices to help libraries and their staff exceed standards through training opportunities. Employs trending and innovative ways within the field. Benchmarks national and state practices.

**Library Material Delivery:** Overall supervision of library system delivery services, which includes management of part time delivery drivers, delivery routes/schedules, circulating outreach collections & program resources, assisting with out-of-system ILL functions and fielding requests for NY State Talking Book and Braille Library.

## **REQUIRED KNOWLEDGE OF SKILLS AND ABILITIES**

Exhibits innovative, enthusiastic and adaptive qualities.

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

Enthusiasm for experiential learning geared towards all ages (i.e. STEAM, STEM, STREAM or makerspaces)

Demonstrates leadership skills and passion for the profession.

Works cohesively in a team and project-based environment.

Communicates successfully in front of audiences, board members and library staff.

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 ALA accredited library school; or Bachelor's degree with 2-3 years of job-specific public library experience.

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

Supervisory experience.

Valid driver's license.

## **DESIRED QUALIFICATIONS**

Competency in SirsiDynix Workflows preferred.

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

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

## **EXAMPLES OF WORK**

- Organizes and/or conducts training workshops pertaining to *Essential Functions of Position*.
- Collaborates with library system MLS team to create system-wide learning opportunities, including: conferences, workshops, meetings, webinars, tutorials and online learning.
- Purchases and manages member library and assisted-living facility outreach collections.
- Develops and promotes experiential learning program resources geared towards all ages to enhance member library programs and events.
- Coordinates the physical delivery of outreach collections and program resources to member libraries.
- Visits member libraries and assisted-living facilities to assess service effectiveness & build relationships.
- Represents library system at fairs, events, and other divisional activities.
- Oversees library system drivers and delivery schedules/routes including material delivery to member libraries, assisted-living facilities and correctional facilities.
- Communicates with libraries about delivery activities and seeks continual improvements in service.
- Assists Professional Development Manager with ILL activities.

- Expedites delivery mail bags and distributes departmental publications.
- Networks and engages with other librarians across New York State specific to *Essential Functions of Position*, and participates in professional associations to stay connected to the library 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 \$43,000 – \$47,000 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](mailto:communitylibrarypartner@stls.org). (Attn: Brian Hildreth, Executive Director).

Documents should be sent as pdf. Attachments. Subject line should read: "Resource 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, November 23, 2018, but applications are accepted until the position is filled. Interviewing begins early December 2018. Preferred start date is February 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, Schuylers, 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 Schuylers 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.