

## **Program Consultant**

Southern Tier Library System  
Corning, New York

Southern Tier Library System is accepting applications for the position of Program 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 Professional Development and Outreach. The Program Consultant provides support to member libraries relative to all aspects and approaches of library operations, specifically juvenile & young adult services, library system public awareness events, coordination of programmatic resources, and interlibrary loan. Areas of expertise might include juvenile & young adult services, programming for all ages, event planning and implementation, collection management and resource sharing, community engagement, relationship building, trending services, leadership, and marketing.

### **ESSENTIAL FUNCTIONS OF THE POSITION**

**Continuing Education:** Consistently participates in professional development training 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 juvenile & young adult services, library system public awareness events, coordination of programmatic resources, and interlibrary loan.

**Juvenile & Young Adult Services:** Works to educate, encourage, and assist member libraries to offer local level services that enhance overall community outreach through juvenile and young adult services. Focuses on utilizing tools, resources and knowledge that align with best practices to help libraries exceed minimum standards by facilitating and providing training opportunities using multiple platforms. Employs trending and innovative practices within the field. Benchmarks state, national and international practices.

**Program & Resource Management:** Supports member libraries' service programs by coordinating system-wide public awareness events that generate overall community interest in visiting local libraries and utilizing library resources. Develops and manages programmatic resources that can be shared among member libraries to encourage community attendance at libraries as well as broad library outreach to community members.

**Resource Sharing:** Facilitates and promotes the overall usage of out of library system interlibrary loan to member libraries, and trains member library staff on the policies and

procedures for utilizing interlibrary loan. Communicates with interlibrary loan provider on the effectiveness of services and manages contracts.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Exhibits innovative, enthusiastic and adaptive qualities.

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

Enthusiasm for programming geared towards all ages.

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.

2-3 years of job-specific public library experience.

Eligible for New York State Public Librarian's Certificate.

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

Valid driver's license.

### **DESIRED QUALIFICATIONS**

Passion for diverse programming and outreach to juvenile and youth service populations.

Understanding of public library programming with a focus on diverse perspectives and community.

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

Active participation and 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 Training Team to create system-wide learning opportunities, including conferences, workshops, meetings, webinars, tutorials and online learning.
- Leads and develops comprehensive juvenile and young adult support services to member libraries.
- Facilitates library system Youth Services Advisory Group on behalf of membership.
- Coordinates system-wide public awareness events (i.e., regional read, Great Giveback, library passport program).

- Develops and promotes program resources geared towards all ages to enhance member library programs and public awareness events.
- Communicates with community agencies and groups about library system youth services and upcoming regional events.
- Consults and assists member libraries with collection management.
- Facilitates overall usage of interlibrary loans to member libraries in partnership with provider.
- Trains library staff on proper usage of interlibrary loan requests – technical and abstract.
- Maintains library system website resources for juvenile & young adult services, library system public awareness events, coordination of programmatic resources, and interlibrary loan.
- Represents library system at public-facing and membership events, and other divisional activities.
- 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.
- Prepares state, local, and library system plans, statistical, and narrative reports as needed.
- Other duties as assigned.

### **ADDITIONAL DEMANDS AND WORK ENVIRONMENT**

Frequent travel throughout library system's region, and quarterly state-wide travel.

Required in-person office work with option to work remotely 2 days per week.

Reasonable accommodations can be made to enable all eligible individuals to perform the essential functions.

### **Salary & Benefits**

The salary range is \$46,000 – \$51,480 for this 37.5 hour per week position and is commensurate with experience. New York State Retirement, Empire or BCBS Health Plans. Paid vacation, sick, personal and holidays based on organizational contract. 2% salary increase upon successful completion of probationary period.

### **Application Process**

**Applications are due November 25, 2023** (this is an extended deadline from the original deadline of October 21, 2023). Please submit (via e-mail) a meaningful cover letter, resume,

and at least three professional references to: Brian Hildreth, Executive Director at [communitylibrarypartner@stls.org](mailto:communitylibrarypartner@stls.org).

### **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](#), [Corning Community College](#)).

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](#) and [Shequaga \(Montour\) Falls](#)). Hammondsport in Steuben County ([America's Coolest Small Town](#), [Curtiss Museum](#), [Local Wineries and Breweries](#)). Penn Yan and Branchport in Yates County ([Keuka College](#) and [Yates County Chamber of Commerce](#)). Alfred, Fillmore and Wellsville in Allegany County ([Alfred University](#), [Alfred State College](#), [Houghton College](#), [Allegany County Chamber of Commerce](#)).

STLS is committed to a diverse and inclusive work environment to ensure a wide range of experiences, perspectives, and skills. Our organization is continually evolving to meet the changing needs of our communities by establishing practices that promote innovative delivery of essential library services to the Finger Lakes, Southern Tier, and Western New York.

Internal Posting: August 29, 2023  
External Posting: September 5, 2023  
Extension Posting: October 26, 2023