

Mohawk Valley Library System

Position Description: Public Engagement & Education Consultant

A full-time professional position that contributes to making the Mohawk Valley Library System and its member libraries models for public engagement, customer service and community outreach.

General Statement of Duties: The MVLS Public Engagement and Education Consultant works with public libraries in Fulton, Montgomery, Schenectady and Schoharie counties and with a variety of social service and community agencies in these counties, contributing toward library public services supporting the following public engagement and outreach goals:

- Members of all population groups recognize the public library as an asset for promoting the public good through education, recreation and collaboration.
- Members of agencies that serve specialized population groups recognize the library as a valued partner and ally.
- Community leaders celebrate and advocate for the vital role that the library plays in serving all community populations.

Typical Work Activities (Illustrative Only):

- Makes frequent visits to member libraries to keep current on needs, activities, and trends
- Encourages member libraries to identify and remove barriers to library use
- Helps all member libraries improve customer service
- Promotes robust community engagement by member libraries
- Researches, develops and administers grants that promote public engagement goals
- Initiates and maintains effective working relationships with community agencies, especially those that serve specialized populations
- Plans and presents training sessions and workshops to member libraries and other groups on outreach, community engagement and customer service topics
- Cooperates with library systems and other agencies on regional initiatives
- Participates in regional and statewide library advocacy efforts
- Plans and administers NYS's Coordinated Outreach Program, Institutions and Corrections Programs and Adult Literacy Program, including preparing reports and evaluations
- Coordinates meetings of the Outreach Advisory Council and facilitates its initiatives

Preferred Qualifications:

- MLS from an ALA-accredited library school and at least two (2) years of relevant experience
- Track record of developing and maintaining community partnerships
- Past success developing and delivering engaging presentations, facilitating meetings, and training diverse audiences
- Excellent verbal, written, and visual communication skills, with the ability to tailor messages to target audiences
- Demonstrated commitment to customer service and equitable provision of services
- Willingness to work a flexible schedule to meet member libraries' needs

- Tact and courtesy in dealing with employees, clients, member libraries, and the public
- Able to work effectively individually and in a team-based environment
- Valid NYS driver's license required

Salary: Starting at \$56,694 with required education and experience; benefits include health insurance, NYS retirement etc.

The Mohawk Valley Library System is an equal opportunity employer. Reasonable accommodations will be provided for people with disabilities.

Apply by resume to: Eric Trahan, Director, Mohawk Valley Library System, 858 Duanesburg Road, Schenectady, New York 12306. email: etrahan@mvls.info

Deadline for Applications: Friday, February 21, 2020