

## **Mohawk Valley Library System**

### **Position Description: Technology and Growth Consultant**

A full-time professional position that contributes to making the Mohawk Valley Library System and its member libraries models in technology use, data application and library growth.

**General Statement of Duties:** The MVLS Technology and Growth Consultant works with public libraries in Fulton, Montgomery, Schenectady and Schoharie counties contributing toward library public services supporting the following system goals:

- MVLS libraries effectively integrate technology into their library services, and are leaders in helping library users effectively use technology
- MVLS libraries demonstrate impact and effect change by using data to tell the library story and to transform their libraries

All MVLS Staff encourage MVLS libraries to recognize library best-practices, evaluate their services and implement effective and consequential plans for library growth. The Technology and Growth consultant will accomplish that by providing leadership in technology and data use, and by actively working on trustee training and library advancement.

### **Typical Work Activities (Illustrative Only):**

- Designs and manages the MVLS website
- Assists member libraries with developing and updating websites that meet minimum standards and community needs
- Provides libraries with guidance on related marketing tools, including graphic design, branding, social media, user engagement/customer service and printed posters & flyers
- Explores, learns, shares and promotes emerging library technologies, keeping libraries abreast of national trends
- Helps libraries recognize the value and feasibility of digitization and assists libraries with digitization projects
- Plans and presents training sessions and workshops to member libraries and other groups on technology, data utilizations and library growth
- Participates in member library trustee training
- Develops resources and presentations to help library leaders recognize the feasibility of a brighter future for their libraries
- Compiles and manages library data from the Polaris database and other sources
- 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
- Helps libraries provide evidence of library impact using data and stories
- Researches, develops and administers grants that promote library system goals
- Assists member libraries with grant and fundraising initiatives
- Cooperates with library systems and other agencies on regional initiatives
- Participates in regional and statewide library advocacy efforts

**Preferred Qualifications:**

- MLS from an ALA-accredited library school and at least four (4) years of relevant experience
- New York State Public Librarian Certification Required
- Ability to keep up with emerging technology trends
- Track record of creative uses of technology and data
- Demonstrated competence in inspiring and leading change
- 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@mvl.info](mailto:etrahan@mvl.info)

**Deadline for Applications: Friday, September 10, 2021**