

Mohawk Valley Library System

Position Description: Public Services Consultant (Youth, Family and Outreach)

A full-time professional position that contributes to making the Mohawk Valley Library System and its member libraries models for library services for families, children, teens and outreach clients.

General Statement of Duties: The MVLS Public Services Consultant works with public libraries in Fulton, Montgomery, Schenectady and Schoharie counties and with community partners, contributing toward library public services supporting the following family, youth services 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.
- Agencies that serve children, teens, families and 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):

- Recommends collection materials and programming to member libraries
- Coordinates the system-wide summer learning program, conducts summer learning workshops for member libraries, administers summer learning grants, compiles and reports statistics to DLD and provides data for communications efforts.
- Represents the library system on regional and statewide youth and outreach councils
- Maintains a knowledge of current trends in children's and teen literature, library services to children, teens and their families; and of issues facing children and teens in the library setting.
- Makes frequent contacts and visits with 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
- Researches, develops and administers grants that promote youth and family services and outreach goals
- Initiates, facilitates and maintains effective working relationships between libraries and community agencies, especially those that serve youth, families and specialized populations
- Plans and presents training sessions and workshops to member libraries and other groups on youth services, family and outreach 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 and Family Literacy Programs, including preparing reports and evaluations
- Coordinates meetings of the Outreach Advisory Council and facilitates its initiatives

Preferred Qualifications:

- MLS or equivalent from an ALA-accredited library school and at least four (4) years of relevant public library experience
- New York State Public Librarian Certification required
- Knowledge of youth literature and materials, reference sources, practices and programming
- Ability to keep up with emerging technology trends
- Familiarity with current research on child development stages from babies to teens, including the impact of the family environment
- Track record of developing and maintaining community partnerships
- Past success developing and delivering engaging presentations, facilitating meetings, and training diverse audiences, virtually and in-person
- 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 driver's license required

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

MVLS provides memberships in NYLA and ALA, and encourages active participation in professional associations.

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, October 2, 2020