

## **Mohawk Valley Library System**

### **Position Description: Member Services Coordinator (DRAFT)**

A fulltime professional position that contributes to making the Mohawk Valley Library System and its member libraries models in using the integrated library system, resource sharing, and library growth.

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

- MVLS libraries effectively use a state of the art integrated library system with clean, meaningful data and thorough training
- MVLS libraries serve their communities with relevant, well organized local collections and with shared collections facilitated by the system
- MVLS libraries maximize resource sharing, providing efficient service to their communities

All MVLS staff encourage MVLS libraries to recognize library best-practices, evaluate their services and implement effective and consequential plans for library growth. The Member Services Consultant will accomplish that by providing leadership in maximizing use of the integrated library system and resource sharing, and by working on training and library advancement.

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

- Serves as the lead trainer for member libraries on the Integrated Library System
- Works with Joint Automation staff and committees on various aspects of the ILS
- Provides cataloging for library materials and supervises the creation of cataloging and item records
- Collaborates with SALS to maintain consistent cataloging practices
- Oversees all MVLS and shared library collections, including rotating, holiday and e-resources
- Assists and recommends to member libraries best practices in collection management
- Serves as a liaison with vendors for collection and catalog related services
- Provides library data through the ILS reports and vendor reporting systems
- Oversees delivery, out-of-system ILL and other aids to resource sharing
- Plans and presents training sessions and workshops to member libraries and other groups on collections, circulation and ILS related issues
- Makes frequent visits to member libraries to keep current on needs, activities, and trends
- Uses distribution lists, blogs, social media and other tools to keep member libraries informed
- 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 or equivalent degree and at least four (4) years of relevant experience
- New York State Public Librarian Certification is required
- Ability to keep up with emerging trends and developments in integrated library systems
- 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

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

Approved March 2026