

Montgomery County-Norristown Public Library Position Description

Position Title:	District Consultant Librarian
Supervisor:	Executive Director
Number of Employees directly supervised:	
Fair Labor Standards Act status:	Exempt

Statement of Responsibilities

Provides library consultant services to the staff, Boards, Friends groups, municipal officials and interested members of the public for the Montgomery County Library District. Coordinates services to public libraries throughout the district. Recommends, implements, coordinates and evaluates programs and services for the development of best library management practices for the public libraries in the Montgomery County Library District. Acts as liaison between district libraries, the District Library Center (DLC) and Commonwealth Libraries.

Organizational Relationships

Works collegially with other District Library Center (DLC) department heads. The consultant librarian as an employee of the (DLC), advises the DLC administrator and Board as the liaison to Commonwealth Libraries. Partners with other DLC consultants and administrators on regional & statewide projects. Monitors DLC standards. Acts as the liaison between the district libraries and the DLC staff providing District services. Works with district library staff and Boards to develop best library management practices. Partners with other community agencies in furthering literacy needs throughout the district. Participates, as a non-voting member, on the Board of the Montgomery County Library and Information Network Consortium (MCLINC).

General Responsibilities and Examples of Work

- Provides professional library consultant services to the libraries in the Montgomery County Library District.
- Visits district libraries at least annually.
- Assists libraries in the preparation of state library reports, state aid plans, Library Services and Technology Act grants, Keystone Recreation, Park and Conservation Fund grants and other grant applications. Submits appropriate paperwork to Commonwealth Libraries. For example: Audits, financial reports, signature sheets, etc.
- Coordinates regularly scheduled meetings of the district libraries. Plans agendas that include timely and engaging topics that strive to move the libraries forward.
- Counsels district library directors, Board members, municipal officials and interested members of the public, on library laws and regulations in the Commonwealth of PA, as well as any Federal laws which will have an impact on public library service. Counsels district library directors, Board members, municipal officials on best library management practices. Participates, if requested by a Library Board, in the search for a new library director. Participates in district libraries' in- service day presentations on DLC services and resources.
- Partners with area organizations and individuals to promote and represent the DLC and district libraries and to encourage an interest in the libraries' missions. Speaks to community groups about library services. For example: Chambers of Commerce; Rotary; Women's Clubs; etc.
- Assists district libraries in the review and development of library policies, procedures, budgets and long range plans to fulfill the mission, vision and goals of library development within the district.
- Coordinates activities and resources of the DLC and libraries within the district.
- Acts as a clearinghouse for information from Commonwealth Libraries and within the district.
- Negotiates and implements the goals and objectives of the annual district services negotiated agreement and the DLC strategic plan.

- Plans and coordinates continuing education and training opportunities, as requested, for trustees and library staff.
- Seeks and develops, in partnership with district libraries, appropriate grant applications for district wide projects, programs or services.
- Prepares appropriate reports as requested by the DLC Director and Board, district libraries and municipal officials.
- Attends Department Head meetings of the DLC, continuing education workshops and other meetings as required.
- Performs other related duties as required.

Qualifications for Employment

ALA M.L.S/M.L.I.S. required. Eight-ten years of professional library experience, which has shown progressive and significant increase in responsibility and authority, including a minimum of five years in a supervisory or administrative capacity with a public library. Excellent “people” skills. For example: the ability to listen; the ability to get along with a variety of people; the ability to work well with others; the ability to provide excellent customer service; the ability to be an excellent advocate for district libraries. Good oral and written communication skills required. Knowledge & experience using the Microsoft Office Suite, including, but not limited to Word, Excel and PowerPoint is required. Successful grant writing experience. Able to drive a vehicle and possess a valid point-free PA driver’s license, as well as own a car.

Potential employment is contingent upon completion of the PA State Mandated Reporter Training, and submitting to employer within 60 days of date of hire the results of the following background checks: PA State Police Criminal History, Child Abuse History and FBI clearances.

Physical Demands or Requirements (use * to indicate essential requirements)

Strength/movement requirements

- *Able to lift or move 25 pounds*
- Able to bend to floor level and/or reach overhead*
- Able to stand and/or walk for 30 minutes period of time*
- *Able to sit for 3 hours period of time*

Manual/physical dexterity requirements

- *Able to manipulate keyboard of computer, typewriter or other office equipment*
- *Able to manipulate mouse, pointing device or other input device*
- Able to manipulate data cables, cords, connections, or similar power and data devices*
- *Able to manipulate pages of books, insert and remove disks, manipulate library materials*

Communication requirements

- *Able to use telecommunication devices to hear and speak with staff and public*
- *Able to see, understand and create written material*

Date revised / approved: 01/27/17