

**Montgomery County-Norristown Public Library
Job Description**

Title: District Consultant	Classification: Librarian III
Primary Work Location: Norristown, PA	Department: Montgomery County Library District
Supervisor: Executive Director/District Administrator	Number of Employees Directly Supervised: 0
Status: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	Fair Labor Standards Act Status: Exempt
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours: <u>37</u> hours/week (Days, Occasional Evenings and Weekends)

Statement of Responsibilities

The District Library Consultant advises staff, advisory boards, friends' groups, librarians, library directors, para-professional staff, and municipal officials of the public libraries of the Montgomery County Library District on matters related to collection development, reference and reader's advisory service, programming and administration of adult services. This position is based out of the Montgomery County-Norristown Public Library and there is a significant amount of travel that is required throughout Montgomery County.

Organizational Relationships

Ensures that the Montgomery County-Norristown Public Library, in its capacity as District Library Center (DLC) for the public libraries of Montgomery County, provides leadership, support and coordination for services throughout the district. Serves as liaison between DLC staff and district libraries. Works with district library staff and Boards to develop best library management practices. May serve as liaison between public libraries of Montgomery County and organizations such as the social service agencies, governmental organizations, and community organizations in furthering literacy needs throughout the district. May be required to act as a non-voting member, on the Board of the Montgomery County Library and Information network Consortium (MCLINC).

General Responsibilities

Staff supervision and training

- Attends Department Head meetings of the DLC, continuing education workshops and other meetings as required.
- Identifies training needs for staff of the Montgomery County District and plans appropriate training to meet these needs.
- Plans and coordinates continuing education and training opportunities, as requested, for trustees and library staff.
- Visits district libraries at least annually to advise, evaluate, and assess the quality of services.
- Provides support and guidance to local librarians and their administrators in areas such as collection development, programming, and services.

Public service responsibilities

- Coordinates activities and resources of the DLC and libraries within the district.
- 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.
- Seeks and develops, in partnership with district libraries, appropriate grant applications for district wide projects, programs or services.

Montgomery County-Norristown Public Library

Job Description

- Represents the Montgomery County-Norristown Public Library in cooperative projects with community organizations.
- Acts as a liaison for Montgomery County Library District and the Commonwealth library.
- Works with district consultants from the five county South East Region to plan and implement region-wide projects.
- Participates in statewide library services projects and initiatives.
- Coordination of materials (kits, resources, etc.) for use among all District.

Back office responsibilities

- Plans and develops, in partnership with district libraries or by the request of the director, appropriate grant applications for special projects, programs and services.
- Coordinates grants involving district wide services.
- Serves on staff and board committees as requested by the director.
- Represents district services at MC-NPL Board meetings.
- Provides professional library consultant services to the libraries in the Montgomery County Library District.
- 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.
- 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.
- 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.
- Prepares appropriate reports as requested by the DLC Director and Board, district libraries and municipal officials.

Qualifications for Employment

- Master's Degree in Library Science from an ALA accredited University and Public Librarian certification required.
- Must have at least 5 - 10 years of experience in professional library experience, including a 3-5 years as a library administrator.
- Substantial travel is required. Must be able to travel to all district locations when needed.
- Knowledge and experience using the Microsoft Office
- Successful grant writing experience.
- Excellent written and verbal communication skills

Montgomery County-Norristown Public Library
Job Description

- Must have reliable transportation to travel to all district libraries throughout Montgomery County.

Physical Demands or Requirements (* indicates essential requirement)

Strength/movement requirements

- *Able to lift or move 30 pounds
- *Able to adjust to floor and/or overhead level
- *Able to remain in a stationary position and/or traverse for 2 hours at a 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 disk, manipulate library materials

Communication requirements

- *Able to use telecommunication devices to communicate with staff and public
- *Able to observe, understand and create written material

Additional Eligibility Requirements

- Employment is contingent upon the submission of the following: PA State Police Criminal History, PA Child Abuse History Clearance, FBI Criminal Background Check, and PA State Mandated Reporter Training within 30 days from the date of hire and resubmission 60 months thereafter.
- Complete at least 6 hours of continuing education every two years as required by Act 37 of 1999 (Title 24PA, C.S.A §9335 (b)(4)).

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. All employees must be able to perform the essential functions of this position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent of undue hardship.

Print Name: _____

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Revised: September 1, 2023