

## **ASSISTANT STATE LIBRARIAN FOR LIBRARY ADVANCEMENT**

**Vermont Department of Libraries**

**Job ID: 619648**

**Job Code: 131000**

**Job Type: Classified, Full Time**

**Pay Grade: [29](#)** (starting at \$32.50/hour)

**Application Deadline:** August 7, 2016

**To apply:** Submit required online State of Vermont application with these additional documents: resume, cover letter addressed to the State Librarian, and professional writing sample (no more than 3 pages).

**Apply online at State of Vermont:**

<http://humanresources.vermont.gov/careers/search-and-apply-jobs>

### **Job Description**

#### **[Read Complete Job Specifications](#)**

The Vermont Department of Libraries seeks an experienced, innovative, and highly motivated librarian to serve as Assistant State Librarian for Library Advancement. The successful candidate will report to the State Librarian and assist in the administration of the Department of Libraries, with a strong focus on activities and programs which advance local public library services and lifelong learning to Vermont citizens. Major duties: serves on the Department's senior management team; directs a team of library consultants who provide consulting assistance to public library personnel and library trustees; oversees the Librarian Certification Program and professional development for public library personnel, the Library for the Blind and Physically Handicapped, services to state institutions, and programs which support library services for children, teens, and families. Serves as the Department's Coordinator of federal LSTA funds, fosters partnerships and collaborates with governmental and national and statewide organizations and stakeholders; plans conferences; and provides direct consulting

services to public libraries. May provide instruction and training to Department employees and Vermont library personnel.

The Department of Libraries is in the midst of reorganization and strategic planning with a staff of 19 full-time employees. The Department promotes excellence and innovation in local libraries through training and technical assistance and fosters statewide cooperation and resource sharing among all types of libraries. The Assistant State Librarian for Library Advancement will play an important leadership role in strategic planning for the Department, and must have a broad understanding of the library field, vision and passion, and must champion change and innovation. This is a great opportunity to help shape the future of Vermont libraries!

Requires a master's degree in library science from an ALA accredited institution, and five years of professional library experience, including at least three as a supervisor and administrator. Special requirements: experience as the director of a public library and direct work with a library board of trustees.

Requires expert knowledge of library theory and practice; ability to communicate effectively orally and in writing; ability to plan, develop, administer, and evaluate programs; ability to write and interpret policy; ability to collect and analyze data and write research-based reports; and ability to work effectively with co-workers, associates, local library staff and trustees, policymakers, and partner organizations. Must have extensive technical skills, including good command of standard office, spreadsheet, and presentation software, social media, and library information technology.

The Department of Libraries is based in Montpelier, Vermont, located about 40 miles south of Burlington. Vermont has 183 public libraries, most of which serve small and rural communities with populations less than 5,000. Vermont is a progressive and innovative state with a population of 626,000 and is known for its robust farmer's markets, beautiful landscape, outdoor recreation, fine colleges and universities, and strong sense of community.

For more information, using subject line "Asst State Librarian," contact:

[LIB.Contact@vermont.gov](mailto:LIB.Contact@vermont.gov)