

## **LIBRARY CONSULTANT, Continuing Education and Small Libraries**

### **Vermont Department of Libraries**

#### **Apply online at State of Vermont:**

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#### **Job Description**

[Read Complete Job Specifications](#)

The Vermont Department of Libraries seeks a skilled, motivated, and innovative librarian to serve as Library Consultant for Continuing Education and Small Libraries (libraries serving populations less than 2,500). The successful candidate will provide consulting, instruction, program development, and administration for the Department, and statewide leadership in the areas of library services to library directors, trustees, and library stakeholders.

Duties include: Consulting and professional development activities with a special focus on professional development for the public library workforce and general consulting for small libraries, including: curriculum planning and development in collaboration with other state agencies and departments and Library Advancement staff; assessment and measurement of programs and services; planning conferences and trainings with presenters; conducting online and webinar training; and maintaining the Vermont Library Certification and Continuing Education program data; collaboration with Library Advancement staff, partner organizations and state agencies on issues related to public libraries, including: policy development; municipal and non-profit operations and management; budgets and finance; staffing and personnel management; facilities management and planning; advocacy and community relations; library boards; legal issues; and conference planning.

This job calls for a well-organized individual who will represent the Department in statewide partnerships and initiatives, apply research-based planning, program development, and assessment, and use current library trends to advance local library services. Throughout the course of their duties, the incumbent will be privy to highly confidential matters and transactions and must display the utmost discretion and professionalism.

#### **Education and Experience**

Master's degree or higher in library science from an institution accredited by the American Library Association or equivalent AND three (3) years or more of post-degree library experience, or a minimum of two years of professional experience prior to the degree and two years after the degree.

Public library experience preferred.

Experience in library administration with supervisory experience preferred.

Experience and Skills: Knowledge of professional library principles, practice, techniques, systems, procedures, theory, and trends, and library literature related to public libraries. Ability to provide consultation and guidance on a wide variety of issues to local library employees and library trustees. Ability and confidence to make effective presentations and speak to groups. Ability to teach workshops, classes, and webinars, and ability to plan and develop instructional programs and resources. Knowledge of public library collections, bibliographic and reference services, and principles and practices for all

formats of library resources, including electronic/digital. Working knowledge of administrative principles and practices, particularly as they relate to a public library setting. Working knowledge of and experience with instructional design. Ability to conduct learning needs assessments and develop and conduct training to meet learning needs, for a variety of learners and learning styles. Knowledge of public library programs, services, and operations. Awareness of supervisory principles and techniques. Ability to present on and interpret library policy and procedure, goals and objectives, and planning documents and tools to library staff, library trustees, public officials, community groups, and the public. Ability to plan, develop, and effectively utilize library resources in all formats, including electronic/digital. Extensive technical skills, including good command of standard office software, social media, Internet searching, and library information technology. Good organizational and time management skills, and ability to handle frequent interruptions and manage multiple projects and deadlines. Ability to handle confidential information, and uphold principles of privacy and intellectual freedom. Ability to communicate effectively orally and in writing. Ability to collect, analyze, and report statistics and other data to inform consulting and instruction activities and to evaluate and assess library services and programs. Working knowledge of and experience using demographics and other data, assessment and measurement tools, and assessment protocols. Ability to design and administer research-based programs. Ability to establish and maintain effective working relationships with co-workers, associates, local library staff, trustees, and public officials, and work as part of a team to plan and coordinate consulting and professional development activities for public library employees. Ability to form successful partnerships and collaborate with governmental agencies, non-profit-organizations, and other groups.

The Department of Libraries is based in Montpelier, Vermont, located about 40 miles southeast of Burlington. Vermont has 183 public libraries, 111 serve small and rural communities with populations less than 2,500. Vermont is an 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. The Department of Libraries is embarking on a new strategic plan and the Library Consultant for Continuing Education and Small Libraries will work closely with colleagues in the Library Advancement Division. This is a great opportunity to help shape the future of Vermont libraries!

For more information, using the subject line "Library Consultant Continuing Education and Small Libraries," contact: [jason.broughton@vermont.gov](mailto:jason.broughton@vermont.gov)

**Job ID:** 622643

**Pay Plan:** Classified

**Pay Grade:** [26](#)

**Application Deadline:** January 25, 2018

**To Apply:** [Online State of Vermont application required.](#) \*\*\*Please attach your resume and a cover letter to your application when submitting.\*\*\*