

Outagamie Waupaca Library System

Position Description

Title: Consulting and Outreach Librarian

Classification: Professional I

General Description

The Consulting and Outreach Librarian is responsible for professional consultation with member libraries on services and programs, for coordinating outreach activities with external partners and to underserved populations, and for coordinating digital library services. The Consulting and Outreach Librarian also serves in an advisory capacity to the Director, administering, planning, and evaluating consulting and outreach services, and completing special projects as assigned. The Consulting and Outreach Librarian is supervised by the Director and is responsible for reporting regularly to the Director.

Specific Duties

- A. Plans and coordinates the provision of consulting services for member libraries.
 - 1. Provides appropriate consulting services to member libraries upon request, and regularly initiates visits to member libraries.
 - 2. Explores the applications of new library service models and emerging technologies at OWLS and member libraries.
 - 3. Develops pilot projects and sample programs that can be implemented by member libraries.
 - 4. Collaborates with member libraries to plan, apply for, and implement grant-funded projects to improve library services.
 - 5. Works with system director to provide library trustee education and programming.

- B. Plans and coordinates outreach activities.
 - 1. Works with the Inclusive Services Liaison to promote and facilitate implementation of inclusive library services at member libraries.
 - 2. Works with the Youth Services Liaison to support youth services at member libraries, including coordinating grants for Summer Library Program (SLP) materials and programming.
 - 3. Participates in state-wide and regional collaborative conversations, e.g. Libraries Activating Workforce Development Skills (LAWDS).
 - 4. Serves as the system liaison to area groups and organizations that work with underserved populations, e.g. Fox Valley Literacy.
 - 5. Facilitate planning and collaboration with other types of libraries in the system area.

- C. Coordinates and promotes the use of digital library services (primarily eBooks and eAudiobooks).
 - 1. Represents OWLS on various Wisconsin Public Library Consortium (WPLC) committees and is actively involved in WPLC projects to help promote and improve Wisconsin's Digital Library (OverDrive).

2. Provides training for staff and public in understanding and using digital library services.
 3. Coordinates technical support for WPLC-provided electronic content.
 4. Keeps member libraries informed of changes and issues related to digital library services.
 5. Works with the Catalog Librarian to ensure digital library records are effectively integrated in the InfoSoup catalog.
 6. Oversees OWLSnet purchases of additional digital library content.
- D. Other duties as assigned or required, including, but not limited to, the following:
1. Recommends to the Director, and on approval, coordinates implementation of special projects that will enable the system to meet its goals more efficiently and effectively.
 2. Coordinates continuing education scholarship program and serves as system CE validator.
 3. Participates regularly in activities that promote professional development.
 4. Participates regularly in professional activities at the state level.
 5. Assists in facilitating meetings.
 6. Contributes content to OWLSweb and InfoSoup web sites.

Desirable Background

- Experience with public library programming and administration.
- Experience with grant writing and evaluation.
- Experience or training in one or more specific consulting areas of interest to public libraries, such as facilities planning, human resources management, data analysis, local history digitization, adult programming, community outreach, materials challenges, etc.
- Special training and skills in interpersonal dynamics, group facilitation, or consensus-building.
- Knowledge of public administration principles, procedures, technology, goals and philosophy of service.
- Experience providing telephone or on-site customer service support.
- Proficiency in Spanish or Hmong languages.

Requirements

- Master's degree in Library Science or experience as a public library director.
- Excellent written and verbal communication skills and the ability to work well with a wide variety and diversity of people.
- Proficiency in using computers, including proficiency with Windows operating system, spreadsheets, word processing, email, and web browsing applications.
- Valid Wisconsin driver's license or ability to obtain one, means of transportation, and willingness to travel to member libraries and state-level meetings.
- Willingness to attend relevant statewide, regional and national conferences.
- Willingness to work flexible hours, including some evenings or weekends.
- Ability to sustain prolonged visual concentration and keyboarding activity.