

SOUTHEAST KANSAS LIBRARY SYSTEM JOB DESCRIPTION

Title: **System Consultant**

Reports to: The System Consultant reports to the Director

FLSA Status: Exempt Salaried

Expected Hiring Range: \$55,000 - \$58,500

Essential Functions

1. With the Director and SEKLS staff, provides professional consulting to libraries on policies, resources, programs, and services; delivers assistance and recommends solutions.
2. Plans, organizes, and implements the continuing education program for SEKLS with the goal of supporting and improving library services; conducts engaging and informative workshops as appropriate.
3. Assists the Director and other SEKLS staff with identifying and implementing new services or changes in existing services.
4. Visits all member libraries, other than school libraries, at least once per year.
5. Edits and writes meaningful content for the SEKLS newsletter.
6. Participates in statewide continuing education events, training, and/or projects, working with personnel from other regional library systems, the state library, professional associations, or other groups.
7. Publicizes the Southeast Kansas Library System and its services to both member libraries and the general public through social media, press releases, and public service announcements; assists with maintaining the SEKLS website.
8. In coordination with the Director, makes legislative contacts and otherwise engages in library advocacy activities.
9. Assists the Director and SEKLS staff with planning and implementing the System's strategic goals and initiatives.
10. Serves on the SEKLS Koha team and other panels and committees as needed.
11. Works on special projects as assigned by the Director.
12. Supervises the work of the clerical assistant for consulting.
13. Performs other duties, as required.

Qualifications

1. Master's Degree in Library Science from an ALA accredited institution required.
2. Minimum of 5 years of progressively responsible library administration experience preferred.

Required Knowledge, Skills, and Abilities

- Knowledge of libraries, including their organization, governance, funding, and administration.
- Knowledge of and ability to independently research trends and developments in the library profession.
- Ability to initiate, organize, and follow through on events, programs, and projects.
- Ability to recognize training needs of library staff throughout the system and to provide appropriate continuing education to meet those needs.
- Ability to exercise considerable independent judgment to carry out assignments that have significant impact on services or programs.
- Ability to establish positive, effective, friendly, and professional relationships with co-workers and member library staff.
- Ability to interact courteously and effectively with elected and appointed officials, member library staff and volunteers, business contacts, and the general public.
- Ability to express thoughts, ideas, and recommendations clearly, both orally and in writing, and to utilize proper channels of communication.
- Displays high standards of ethical conduct. Exhibits honesty and integrity.
- Aligns behavior with the needs, priorities, and goals of the organization.
- Knowledge of and the ability to use Microsoft Office suite, Google Apps, WordPress, and online meeting software.
- Ability to operate a vehicle and hold a valid driver's license is required.

Physical Requirements

- Regularly required to stand, walk, bend, kneel, crawl, reach, balance, and sit.
- Regularly required to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms.
- Vision and hearing at or correctable to "normal ranges."
- Ability to work under stress from deadlines, public contact, and changing priorities and conditions.
- Ability to view a computer monitor and/or operate a keyboard for extended periods of time.
- Ability to operate computers with high proficiency using library software, word processing, spreadsheets, desktop publishing software, and the Internet.
- Ability to travel to visit libraries and attend meetings throughout Southeast Kansas and beyond.
- Reasonable accommodation may be made to enable individuals with disabilities to perform this position.