

SOUTH CENTRAL REGIONAL LIBRARY COUNCIL

JOB DESCRIPTION

JOB TITLE: EDUCATIONAL SERVICES LIBRARIAN (25 hours per week)
REPORTS TO: Executive Director

POSITION SUMMARY

Oversees the Education Program. Assists and advises the Executive Director in meeting the mission and goals of the Council.

RESPONSIBILITIES

- Manages the Education programs including the preparation of reports, needs assessments, and evaluations.
 - Develops and revises the Council's educational services plan.
 - Provides program statistics.
- Provides consultation and referral services to SCRLC members on issues related to education.
 - Contributes relevant education news updates to email newsletter and SCRLC's social media program.
- Develops learning opportunities for all Council programs and events to meet the educational needs of Council members.
 - Plans continuing education activities and oversees their implementation.
 - Works with other SCRLC staff to develop program-specific learning opportunities.
- Serves as liaison to Education Task Groups.
- Works with Education & Training Task Group to develop creative projects for the region, seeking new sources of funding to support these projects.
- Maintains relationships and communication with Council members.
- Maintains an awareness of all activities of the Council including committees and task groups; works with program managers to plan specific learning events.
- Keeps up-to-date on trends in library and information science.
- Organizes SCRLC academic librarians' meetings and other groups outside the traditional Special Interest Groups.
- Participates in grant writing for the Council and its members.
- Develops appropriate LibGuides and resources.
- Works with assessment initiatives.
- Serves on the NY 3Rs Association, Inc.'s CE task group; works with the NY 3Rs' CE initiatives and other collaborative CE programs, i.e., SCRLC's IMLS CE grant, NYLA, LILAC (information literacy).
- Represents the Council on one School Library System Advisory Council.
- Other duties as assigned.

Education and Experience

Required:

- MLS/MLIS from an ALA-accredited institution.
- Excellent project management skills, including planning, budgeting.
- Ability to initiate and maintain programs and services to meet identified needs.
- Ability to work independently and collaboratively in a well-organized manner.
- Ability to meet deadlines and work under pressure.
- Excellent communication skills, both oral and written.
- Knowledge of adult learning and continuing education processes.
- Knowledge of distance learning platforms and best practices.
- Knowledge of library trends and developments in all types of libraries.

Preferred:

- Experience in collaborative library networks/consortia.
- Experience working in two or more types of libraries.
- Experience with event planning.
- Knowledge of LibGuides and social media.

Physical Demands

This position requires a reasonable level of mobility (sitting, standing, bending over, climbing stairs, walking) and the ability to communicate (see, hear, listen, speak) along with extensive computer use. The educational services librarian must occasionally lift and /or move up to 25 pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

Work Environment

The work environment is a small office located in downtown Ithaca. The Council's staffing comprises fewer than ten persons and includes degreed librarians, support staff, and an occasional intern and temporary employees working on grant projects. Staff members are flexible, respectful, positive, collaborative colleagues who work well together to accomplish the Council's projects, activities, and goals. The noise level is quiet to moderate.

South Central Regional Library Council is an equal opportunity employer. Employment decisions at SCRLC are based on merit, qualifications, and abilities. SCRLC does not discriminate in employment opportunities or practices on the basis of race, ethnicity, national origin, gender, age, religion, marital status, veteran status, disability, sexual orientation or any other characteristic protected by law.