



JOB ANNOUNCEMENT

POSITION INFORMATION

Title:	District Consultant Librarian (York/Adams County)	Supervisor:	Director of Library Administration
Location:	Martin Library	Classification:	Full-Time / Exempt
Department:	YCLS Services	Hours:	40 hours per week/Exempt
Schedule:	Typically, Monday – Friday 8:30am – 5:30pm		

GENERAL DESCRIPTION

The District Consultant Librarian is responsible for providing professional library knowledge to district libraries. This includes, but is not limited to, assisting district libraries with grant writing; training and continuing education of library staff; completing and filling required reports; selection of materials; and improving library services. The District Consultant Librarian acts as a liaison between Commonwealth Libraries and the district libraries. Periodic field visits to each district library are also an integral part of the District Consultant's responsibilities.

EDUCATION & EXPERIENCE REQUIREMENTS

- Master's Degree in Library Science from an ALA accredited program required.
- Pennsylvania Professional Librarian Certificate required.
- A minimum of three to five years of experience overseeing operations of a public library or related experience required, supervisory experience preferred.
- Current Child Abuse Clearance; PA Criminal History Check; FBI fingerprint based record check; and Mandated Reporter Training Certificate required.

GENERAL REQUIREMENTS

Candidate must have a comprehensive knowledge of public library operations, goals, and services. Excellent verbal and written communication skills are required to effectively work with and coordinate a diversity of individuals, including staff, library directors, library boards, and outside organizations. Excellent technology skills are required. Experience with team environments and leading staff is required, as well as the ability to be a self-starter and work independently. The District Consultant Librarian must be highly organized, reliable, and be able to handle a variety of tasks.

PHYSICAL REQUIREMENTS

- Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
- Must be able to push/pull carts weighing up to 120 pounds.
- Must be able to reach, lift, and stretch throughout the work day.
- Must be able to stand and/or walk up to four hours at a time.
- Must be able to sit for up to four hours at a time

DUTIES AND RESPONSIBILITIES

- Advises and consults regularly with district libraries in regard to library operations.
- Recommends policies and procedures to improve library services.
- Organizes continuing education activities for district libraries and assists in the development of library training programs. May develop in person or online training including producing training videos.
- Acts as liaison between district libraries, the District Center, and Commonwealth Libraries.
- Clarifies governmental regulations and works with district libraries to adhere to these regulations.
- Educates library boards and Friends groups about Pennsylvania library law and best practices.
- Supports the District Administrator and the District Executive Committee in implementing the Negotiated Service Agreement, Five-Year Plan, and annual goals.
- Prepares and reviews reports, including the Annual Report.

- Assists district libraries in finding and obtaining resources and funding for library services, including identifying and advising district libraries about grant opportunities.
- Administers multi-district grants and training opportunities.
- Attends statewide meetings and trainings and shares information with district libraries.
- Represents libraries at community events, programs, and meetings.
- Remains current on library trends and procedures.
- Performs other duties as requested or assigned by management.

ADDITIONAL INFORMATION

Required Clearances:

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
- Federal Criminal History Record
 - https://www.pa.cogentid.com/index_dpwNew.htm
- Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>

Benefits Offered, once eligibility periods are met:

- Insurance Benefits: Medical, Dental, Vision, Life & Long-Term Disability
- 401(k) Plan with employer match
- Paid Time Off: Includes Holidays, Vacation, Sick & Personal

York County Library System supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit www.yorklibraries.org/apply to complete an employment application.
