

Winding Rivers Library System

JOB DESCRIPTION

Job Title: *Outreach Consultant*

Position Level: Consultant

Job Summary:

Under the direct supervision of the WRLS Director, acts as a connection point between member libraries, member libraries and WRLS, and member libraries and other resources, to make most efficient use of time and resources.

Specific Responsibilities:

Administrative Duties (10%)

- Assists with budget preparation and administration.
- Assists in the hiring and development of department employees.
- Participates as a member of the management team.
- Manages some collaborative purchasing projects for member libraries.

Collaborative Activities

- Annual Visits (10%): Visits every public library member once each year to review WRLS service offerings, investigate and suggest potential areas of collaboration, and assess changing member needs.
- Kit Library (10%): Manages the circulating programming kit library:
 - Oversees circulation and reservation system for member libraries
 - Purchase new kits and replacement pieces as needed
 - Encourages feedback and suggestions from member libraries regarding additions to the collection
- Promotion/Marketing (25%): Coordinates promotion among member libraries to include print materials, press releases, social media and other methods of getting the word out about member libraries and WRLS programs. Coordinated promotion will cover the following areas:
 - Databases and other shared resources or programs
 - National, state and regional event promotion such as National Library Week, National Children's Book Week, Banned Books Week, etc.
 - Electronic newsletter: Prepare a regular (twice monthly) informational newsletter containing announcements and updates for members.
 - Other promotional areas and tools as identified.
- Electronic Resources (10%): Oversees the shared databases and resources to include training and evaluation. Also includes some responsibility for the WRLS website.
- Consulting (20%): Provides consulting and program expertise to member libraries in the following subject areas:

- Collection management including development, weeding, collection arrangement, etc.
- Youth services and summer reading
- Inclusive services
- Orientation for new directors.

Continuing Education Duties (15%)

- Coordinates and implements the System’s continuing education offerings, including the development of workshops, podcasts, collaborative webinars, and creation of an annual workshop schedule.

Specific Qualifications:

- Knowledge of library principles, practices, and laws, and of the philosophy and practice of libraries and library systems.
- Ability to effectively communicate ideas and information in both verbal and written form.
- Ability to meet, communicate with, and work effectively with people in one-on-one and group settings.
- Ability to establish and adhere to service priorities, and to assist staff and members to establish and adhere to priorities.
- Ability to work within a confidential environment.
- Ability to think innovatively and creatively about program offerings and opportunities for member libraries.
- Understanding and empathy for issues facing the wide variety of different libraries in WRLS.

Education and Experience:

- MLS from an ALA accredited library school and two years of relevant professional experience; or an impressive mix of library experience and knowledge.
- Valid driver’s license
- Intermediate to advanced computer skills and knowledge of applications such as word processing, spreadsheets, desktop publishing, web design and social media.

Physical Requirements:

- Ability to sit, stand, walk, climb steps, stoop, bend, twist, and reach.
- Ability to speak and hear, both for in-person and telephone communications.
- Ability to drive long distances, in various Wisconsin weather conditions, to member libraries covering 5000 square miles.
- Correctable near, intermediate, and far vision.
- Ability to lift and carry up to 25 pounds.
- Fine-finger movements to allow typing, writing, sorting, filing, and other processing tasks.

Revised May 2024.