

LIBRARY DEVELOPMENT SERVICES CONSULTANT

LIBRARIAN 2

Youth Services Specialist

West Virginia Library Commission – Charleston, WV

Position Overview

The West Virginia Library Commission (WVLC) is seeking a knowledgeable, enthusiastic, innovative librarian to help answer the question “What’s Next for West Virginia Libraries?” As part of the Library Development team, Consultants are responsible for exploring emerging trends and supporting the work of public libraries across the state through consultation services in all areas of public library operations according to the objectives of the Library Services & Technology Act strategic plan. Though focused primarily on public libraries, the Youth Services Specialist plans, implements and coordinates programs among West Virginia library staff in all types of libraries and links libraries with state and non-profit agencies that serve children and youth. Knowledge of emerging trends in youth services, education, digital literacy and digital media is essential. Candidates must demonstrate strong communication skills and be able to use traditional and digital media to publicize and otherwise promote WVLC programs and initiatives.

The Agency and Department

The West Virginia Library Commission supports and enhances library services in the state by providing both direct and indirect financial assistance, leadership, technology assistance, and advisory support. Library Development manages state and federal programs that expand and enhance library services to every West Virginian. These programs are designed to meet state and national goals defined by the Library Services and Technology Act (LSTA), a federal program administered nationally by the Institute of Museum and Library Services (IMLS) and in West Virginia by the West Virginia Library Commission. The 2013-2017 plan for West Virginia is titled **Creating a State of Learners**.

Essential Duties

Assist in developing and implementing strategies to achieve the goals of the current LSTA five year plan and evaluate their effectiveness.

Plan and coordinate statewide reading programs for children and teens, serve as the WVLC representative to the Collaborative Library Summer Program (CLSP), a consortium of states working together to provide high-quality summer reading program materials for public libraries, and develop and present continuing education for library staff serving youth.

Cultivate partnerships, programs and initiatives with other state agencies and community organizations to benefit youth.

Advise, educate, and support local libraries in best practices and emerging trends in library service delivery and management by actively engaging in site visits, regular contacts, and presentations.

Develop strong relationships with library directors, staff, and trustees statewide and with partner agencies and organizations. The position requires both in-state and out-of-state travel.

Participate in professional organizations; attend and present workshops and seminars.

Contribute to publications and presentations of the West Virginia Library Commission.

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KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of library organization, materials, services, policies, and procedures.
- Experience in public libraries.
- Knowledge of, and competency with, Microsoft Office applications.
- Ability to work with online catalogs and databases.
- Effective written and oral communication skills.
- Ability to interpret and apply laws, regulations and policies affecting program operations.
- Ability to analyze regional, community and statewide needs and make recommendations for new or revised programs.
- Ability to communicate complex information to non-specialists and to conduct a formal presentation.
- Ability to establish and maintain effective working relationships with co-workers, staff of other libraries, and the public.
- Ability to prioritize job duties.
- Ability to exercise independent judgment and to maintain confidential integrity as required.
- Ability to express ideas clearly, accurately and effectively, both verbally and in writing.
- Ability to work in a cooperative and collegial environment.
- The position requires both in-state and out-of-state travel.

Education and Experience

Candidates must have a Master's degree from a program accredited by the American Library Association and at least two years professional library experience in youth services in a governmental, educational, public, or private library.

Compensation and Benefits

Pay Grade 15. Salary Range \$31,164 – 57,660. Salary for this position dependent on experience and agency budget. Benefits include annual and sick leave, paid holidays, insurance, retirement plan, deferred compensation plans, and flexible employee benefit plans.

How to Apply

All candidates must submit an application with the West Virginia Department of Personnel. See Information for Job Seekers at http://www.personnel.wv.gov/job_seekers/Pages/default.aspx

Candidates are encouraged to also submit a cover letter and resume to David.B.Riebe@wv.gov, West Virginia Library Commission, 1900 Kanawha Blvd., E., Charleston, WV 25305. 304-558-2041. Questions about the position may also be presented to David Riebe.