



REGIONAL SERVICES LIBRARIAN

CLASSIFICATION: Exempt Professional

REPORTS TO: Executive Director

JOB SUMMARY: In consultation with the Executive Director, coordinates and facilitates the Network's programs for professional development, communications, resource sharing, and digitization of research resources.

Job Duties and Responsibilities:

1. Develops and implements the Network's professional development program.
2. Implements a strategic communications plan.
3. Provides training, support, promotion, and evaluation of Network products and services.
4. Coordinates resource sharing within the region.
5. Facilitates contributions to digital research repositories.
6. Maintains good public relations and builds relationships with and among members.
7. Other duties and responsibilities as assigned.

Minimum Qualification:

1. Masters Degree in Library Science.
2. Three years employment in a library.

Job Requirements:

1. Ability to sustain current and to develop new Network services to meet members' needs.
2. Ability to analyze technical and professional problems and recommend workable solutions.
3. Public speaking: skills and experience with instructional techniques to lead meetings and training sessions.
4. Working knowledge of contemporary computer and web applications; ability to learn and implement new technologies and automation.
5. Ability to work well independently and as a member of a collaborative team
6. Contributes to a positive work environment and to effective communications with members, partners, and staff.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the job successfully.

1. While performing the duties of this job, the employee is regularly required to move about buildings and workspaces.
2. The employee will also need to remain in a stationary position for long periods of time.
3. The employee is required to communicate with staff and members frequently. They must be able to exchange information in these situations.
4. Reliable transportation is needed; travel is required within the Network's service region.

Northern New York Library Network

Regional Services Librarian

Job Duties and Responsibilities—Detail

Job Summary: In consultation with the Executive Director, coordinates and facilitates the Network's programs for professional development, communications, resource sharing, and digitization of research resources.

Job Duties and Responsibilities

1. Develops and implements the Network's professional development program
 - a. Identifies continuing education needs among membership. Organizes speakers, resources, or special interest group meetings to address those needs.
 - b. Organizes and evaluates the annual meeting, regional conferences, workshops, trainings, and/or other continuing education services.
 - c. Follows other continuing education opportunities available to our members and shares as appropriate.
 - d. Collaborates with PD Grant recipients to facilitate appropriate forms of sharing back with the region.
 - e. Manages the annual professional development budget.
2. Implements a strategic communications plan
 - a. Coordinates communications across digital and analog venues to promote the Network's events and other information relevant to members.
 - b. Creates and distributes newsletters (Points North, CE Update, NYS Historic Newspapers).
 - c. Maintains accurate program information and job postings on the Network's website.
 - d. Updates and engages email groups.
 - e. Assists with advocacy messaging and communications.
3. Provides training, support, promotion, and evaluation of Network products and services
 - a. Prepares documentation, training, support, and communications for DueNorth regional ILL application and for databases offered by the Network.
 - b. Surfaces partner needs and makes recommendations for potential services or resources.
4. Coordinates resource sharing within the region
 - a. Supports regional interlibrary loan activities, policies, codes and procedures, in collaboration with member libraries.
 - b. Administers Overdrive account and coordinates purchases for Academic consortium.
 - c. Promotes, schedules and delivers traveling exhibits.
5. Facilitates contributions to digital research repositories
 - a. Assists with editing and uploading images, metadata records, and other digital content to shared repositories in use within the Empire State Library Network.
 - b. Offers guidance to members on planning, navigating rights, digitization, digital collection management, and preservation.
 - c. Performs maintenance on existing collections, communicates with contributors, and manages members' landing/collection pages.
 - d. Represents the Network and its members within statewide digital collaborations, contributing to the use and improvement of digital research resources.
6. Maintains good public relations and builds relationships with and among members
 - a. Plans and runs meetings for region-wide working groups to facilitate shared learning and action.
 - b. Motivates others to take part in the learning community of the Network.
 - c. Liaison to member committees and councils.
7. Other duties and responsibilities as assigned