Winnefox Library System
Position Description

Position: Continuing Education/Training Librarian
                Full-time, exempt position

Date: 30 May 2018

General Purpose:
Providing high-quality professional development and continuing education opportunities for library directors, staff and trustees, which is critical to help them renew the expertise and skills needed to assist library patrons.

Supervisor: Assistant Director

Supervises: Interlibrary Loan Specialist

Salary Matrix Level: E

Essential Duties and Responsibilities

Duty / Responsibility	Performance Standards
Plan, coordinate, and administer continuing education (CE) activities	
Survey library directors to get input on topics for which they desire training; analyze results and determine workshop topics needed.	Workshop topics are interesting and relevant to member library directors, staff, and trustees.
Engage presenters; plan, schedule, and promote workshops; arrange locations, catering, and equipment; attend workshops to ensure programs run smoothly; live-stream & record video of presentations when the presenter and the location allows.	Workshops will be planned to meet the library system standards as approved by the board and will meet directors' certification needs.
Train member library directors and staff through one-on-one library visits, and group training in person & online.	Directors have necessary training.

Validate, record and track member directors' certification status and continuing education	
Review and accept or reject the CE activity forms and annual summation forms of library directors.	Forms are checked and returned to directors in a timely manner.
Keep copies of CE annual summation forms for the library system's files.	Copies of forms can be found in Winnefox files.
If necessary, new directors are advised & assisted with completing the 4 initial courses required to earn library certification.	Directors have information needed and are regularly reminded of necessary courses.
Webmaster	
Webmaster of Winnefox's website, Winnefox's Extranet, and WPLC site.	Library staff are able to use the Extranet as a central location to find documentation, information, events, and online forms.
Register & renew domain names.	Domain names are not allowed to expire.
Maintain archive of OverDrive MARC records on WPLC website. Download new files from OCLC, upload files to WLS web server, and update web page to link to the archived files.	Records are available to WPLC members
Moderate and manage online meetings	
Use web conferencing software to provide & moderate synchronous remote access to board, committee & collaborative group meetings.	Staff attend meetings remotely that would be impractical or infeasible to attend in person.
Provide tech support to presenters & attendees.	Presenters and attendees have support needed to run meetings smoothly.
Coordinate libraries' use of Constant Contact email marketing service	
Annually divide the cost of Winnefox's annual subscription among participating libraries and ask office to invoice libraries	Libraries are billed promptly and accurately.

Provide training, advice, and tech support for library staff.	Library staff design, create, and send attractive & informative email newsletters to publicize their resources & services.
Review & clean up SirsiDynix email extraction reports, and upload to a library's contact list.	A library's customers who have email addresses receive its e-newsletters.
Review reports for each newsletter; update email contact lists based on bounces and ISPs that block emails from Constant Contact; monitor spam reports; clean out inactive contacts.	Bounce rates and spam reports are kept within email marketing industry standards.
Create and maintain the online form where library customers can sign up to subscribe to email newsletters.	Library users are able to easily sign up for newsletters.
Archive newsletters, and edit libraries' websites to link to the back issues.	Customers are able to read back issues of a newsletter on the library's website.
Troubleshoot and resolve problems.	Problems are resolved in a timely manner.
Proofread newsletters & provide constructive criticism, as requested.	Assistance is provided as requested.
Write articles for the *Library Sparks* blog.	
Create posts and email to staff monthly summaries of topics covered.	Library staff are regularly provided with information to develop and enhance their technology skills, and are kept up-to-date on emerging technology.
Read professional literature and library & tech blogs to keep current on trends, find free webinars, and discover grant opportunities.	Member libraries have access to best practices and inspiration for programs & fundraising.
Provide training and tech support on Web 2.0 tools, social media, and emerging technologies.	Library staff are regularly provided with information to develop and enhance their technology skills, and are kept up-to-date on emerging technology.
Supervise Interlibrary Loan (ILL) Specialist	
Resolve problems regarding ILL policies and practices.	Libraries are able to access ILL system easily. Library users receive the items they request.

Assist ILL Specialist with hiring and evaluating staff.	Adequate staff are available to complete work; handling of materials via deliveries and borrowing & lending activities run smoothly.
Troubleshoot computer hardware & maintain computer software.	Computer hardware & software function correctly.
Inclusive Services Consultant	
Share best practices for inclusive services with member library staff.	Libraries improve equity and accessibility for all members of their community, including services to individuals or groups for whom using the library is difficult, limited, or minimized.

KNOWLEDGE, SKILLS AND ABILITIES
- Ability to supervise the work of subordinate professional, technical, clerical, and other staff members.
- Ability to establish and maintain effective working relationships with other staff, system trustees, member librarians, and the general public.
- Valid Wisconsin driver's license, means of transportation, and willingness to travel to participating libraries and state-level meetings.
- Willingness to attend relevant statewide, regional, and national meetings and conferences.
- Willingness to work flexible hours, including some evenings and weekends.
- Writing and editing skills in a variety of media, including print, electronic and digital.
- Computer skills including confident use of personal productivity software (word processing, spreadsheet, email, calendaring, presentation) and web-based communication tools.
- Inter-personal skills; capable of working in a team environment.
- Coaching skills, including the ability to clearly and patiently explain how and why tasks are to be performed.
- Skill in communicating effectively with people from diverse backgrounds.
- Ability to prioritize tasks
- Ability to handle multiple projects and deadlines
- Ability to adapt to change; willingness to teach and learn new ways of doing things, including new technologies.
- Familiarity with research, data analysis and presentation

REQUIRED EDUCATION AND/OR EXPERIENCE
ALA-accredited Master's Degree in Library and Information Science
Minimum of two years library or library system experience.

TOOLS AND EQUIPMENT USED
Typical office equipment, computers and software including computer workstation, computer projector, microphone, microphone headset, webcam, calculator, fax machine, photocopier, telephone, and printers.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

WORK ENVIRONMENT
Typical office environment.

SELECTION GUIDELINES
Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.