

## Massachusetts Library System

### Position: Consultant

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#### Position:

The Consultant performs a variety of administrative and professional work in developing, planning, organizing, managing, coordinating, facilitating, training and evaluating a variety of programs and activities. Carries out assigned program responsibilities independently; applying professional knowledge and experience; advise on practices and programs in the support of diversity in the workplace and throughout MLS services and programs. Contracts for professional expertise, meeting sites, and service delivery for events as needed. Responds to requests for advisory services in person, by telephone, email, online, and social media. Represents MLS to partner organizations as assigned. Stays current in designated areas of expertise. Other duties as assigned.

Reports to the Consulting & Training Services Director

Works with members, staff, committees, representatives of partnering organizations, and vendors/contractors.

#### Qualifications

##### Required

- **Education:** A Master's degree in a relevant field.
- Broad knowledge of emerging tools and technologies, and management techniques, especially as they apply to designated areas of expertise.
- Ability to train and consult with others on these topics as needed.
- Ability to communicate effectively, in speech and writing with library personnel, members of library governing boards and support groups, staff and partners individually and in groups.
- Strong internal and external customer service focus.
- Ability to initiate, organize and work independently. Ability to work collaboratively with other MLS staff as needed.
- Ability to adopt a variety of technologies to provide online learning opportunities.
- Seeks opportunities for programming independently or in collaboration with a professional organization. Identifies opportunities for advisory referral.

- Team player with excellent interpersonal skills, including a courteous, cooperative, and flexible attitude.
- Excellent project management, time management, and prioritization skills.
- Exceptional attention to detail in deliverables and in meeting deadlines.

## **Desired**

- Five years of professional (post-graduate degree) library work in the designated area of expertise, including a period of successful supervisory experience.
- Demonstrable expertise in the issues faced by and solutions associated with all types of libraries. Experience working in or with different types of libraries or cultural institutions.

## **Position Responsibilities**

### **Consulting expertise and responsibilities may include, but are not limited to:**

- Basic Library Techniques series in administration, cataloging and classification, reference, and materials selection
- Customer service
- Grant planning, applications, management and reporting
- Library and service management
- Library programming and advisory services
- Strategic Planning
- Policy development
- Readers' advisory
- Reading programs, including summer library programs
- Technology
- Web resource collection development using LibGuides
- First point of contact identified in MLS documents and website for libraries within the Consultant's territory. Makes new member/new librarian visits to libraries within the Consultant's territory.

## **Research and development**

- Research, acquire, and pilot emerging technologies for library applications
- Identify, research and pilot non-technological trends in libraries
- Propose and manage grant-funded projects, in conjunction with collaborators when appropriate
- Professional collection development to support ongoing library and MLS activities

## Communication

- Contribute to MLS website, social networking sites, and listservs.
- Marketing – Promote statewide services and facilitate access to them.
- Orientation to MLS services for new librarians.

## Job Requirements

The position requires light to moderate physical effort demanded when performing functions under typical office and computer use conditions. Light to moderate physical effort and stamina required for frequent travel and transport of work related materials and equipment to meeting and training sites. The successful candidate must be able to lift up to 50 pounds with or without reasonable accommodation.

Will work from the either MLS office (western or eastern) as well as commute throughout the state. May have the option of working from home in consultation with the Supervisor. MLS telecommuters must meet connectivity and equipment standards.

Must possess a valid Motor Vehicle Operator's License valid for use in Massachusetts, provide the means of transportation to fulfill job duties throughout Massachusetts and attend relevant meetings.

Candidates must be eligible for permanent employment in the United States, and appointments are subject to a criminal background check.

## Compensation

This position is exempt from the wage and overtime provisions of the federal Fair Labor Standards Act.

Position Grade – 12 Exempt

Salary Range – \$64,701 - \$ 90,588 depending upon experience

MLS full-time staff members receive a benefits package that includes health insurance; dental insurance, life insurance and a defined contribution plan through TIAA-CREF. (MLS is a private, non-profit organization and does not participate in any public retirement plan.)

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The Massachusetts Library System, Inc. is a state-funded not-for-profit corporation governed by its member libraries with offices in Marlborough & Northampton, Massachusetts.

Our mission has always embraced social justice and the MLS Team is committed to providing services that benefit and contribute to the library profession's core values: diversity, inclusion, equity, access to information, free expression, privacy, and social justice.

**MLS is an equal opportunity employer.**

*MLS is an equal opportunity employer that does not discriminate against any employee or applicant for employment because of race, color, age, marital status, sex, physical or mental challenge, creed, religion, political affiliation, national or ethnic origin, or sexual orientation. Members of underrepresented groups, and those committed to working in a diverse cultural environment are encouraged to apply.*

Employee signature \_\_\_\_\_

Date \_\_\_\_\_