

Position Description:

Training and Advisory Services Director [Full-Time]

A leadership position; reporting to the executive director and serving on the leadership team; and contributing to overall organizational planning and policy development.

Stays abreast with current and emerging trends to provide leadership and coordination of MLS activities to provide highest quality services in assigned areas, as well as the highest quality management of internal operations.

Leads, manages, supervises, and develops advisors and support staff: manages procurements; negotiates and manages contracts; plans and manages programming, communications, public relations; plans and manages budget in assigned areas, e.g., contracted services, training site planning, online/virtual services, related technology, and staffing.

- Assigned areas include:
 - Training & Professional Development (members' and internal) (in-person and virtual)
 - Advisory Services (in-person and virtual)
 - Technology Management
 - Summer Library Program
 - BiblioTemps®
 - Library Leadership
 - Library Community Building
 - Membership Relations
 - Other areas as assigned

Supervision: Executive Director

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

Qualifications

Required Skills and Experience:

- Education: A Master of Library Science degree from a library school accredited by the American Library Association or a Massachusetts certified Library Teacher.
- Seven years of professional (post-graduate degree) library work in related areas in libraries and/or library service organizations.
- Four years of successful experience supervising professionals. (or equivalent).
- Demonstrated skills in providing positive leadership, motivation, team building and teamwork, and consensus building.
- Strong customer service philosophy.
- Competence in current and emerging library services and technologies; management techniques; and ability to train and consult with others on these topics.

- Effective communications and collaboration skills to interact in speech, in writing, and virtually with MLS staff, library personnel, members, and stakeholders both individually and in groups.
- Ability to initiate, organize and work independently.
- Ability to work collaboratively with MLS staff, members, and stakeholders.

Desirable experience:

- Leadership and/or experience in consortial and/or statewide services
- Expertise in planning, provision and evaluation of training, professional development, and/or advisory services in on-site and virtual environments; and familiarity with learning styles.
- Experience working in or with different types of libraries or cultural institutions with all levels of library staff.

Position Responsibilities

Duties and responsibilities may include, but are not limited to:

- Works with members to identify and prioritize needs for training & professional development and advisory services.
- Works with staff, partners, and vendors to ensure delivery of high-quality member services.
- Acts as training & professional development and advisory services team leader.
- Develop strategies and direction for service delivery/integration, continuing education, advisory services, communications, support, and promotion of MLS services and planning as part of MLS leadership team.
- Ensures effective integration of training & professional development and advisory services with other MLS services.
- Work closely with leadership team to ensure appropriate planning and staff crossover.
- Works with stakeholders, e.g., members, executive board, committees, automated networks, vendors/contractors, Massachusetts Board of Library Commissioners, elected officials, library associations, etc.
- Represents MLS to partner organizations as assigned.
- Manages virtual services platform(s).
- Responds to member enquiries and develops training & professional development and advisory services for members in related areas.
- Grantsmanship in relevant areas.
- Acts in place of Executive Director in her/his absence as assigned.
- Other duties as assigned.

Job Requirements

This position requires regular presence in both MLS offices, Marlborough and Whately. Incumbent may be based in either office.

Incumbent must be able to commute throughout the Commonwealth; may have the option of working from home, when compatible telecommunications is available, in consultation with the executive director.

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.

Must possess a valid Motor Vehicle Operator's License valid for use in Massachusetts and 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.

Salary Range - \$64,000-\$90,000.

MLS staff members receive a benefits package that includes health insurance; dental insurance, life insurance and a defined contribution plan with TIAA-CREF. (MLS is a private, non-profit organization and does not belong to the State Employees' Retirement System.)

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

MLS is an equal opportunity employer.

Applications and Deadline

Applications received by February 15, 2015 will receive first consideration. We ask candidates to provide a letter of application, resume, and the names and contact information of three professional references. We will notify candidates prior to contacting references.

Send applications to: employment@masslibsystem.org

Massachusetts Library System

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