



# COUNTY OF ERIE

## POSITION ANNOUNCEMENT

**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE: MARCH 31, 2017**

**CLOSING DATE: APRIL 17, 2017**

**TITLE: DISTRICT CONSULTANT (LIBRARIAN III)**

**GRADE: M-II**

**DEPARTMENT: LIBRARY**

**BARGAINING UNIT: NB**

**ENTRY RATE: \$22.16/HR, \$43,212/YR**

**HOURS PER WEEK: 37.5**

**PROCEDURE TO APPLY:** Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountypa.gov](http://www.eriecountypa.gov) AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

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### **DEFINITION OF CLASS:**

Professional administrative position responsible for providing district services to the 15 public libraries in Erie and Crawford Counties as outlined by the District Center standards included in the Pennsylvania Library Code. This position reports to the Executive Director of the Library.

### **DUTIES & RESPONSIBILITIES:**

The consultant works as liaison between the Commonwealth Libraries, the district center and the 15 public libraries in Erie and Crawford Counties and in that capacity coordinates services from the District Center, promotes library development initiatives and supports the implementation within the district libraries, affiliates with state and national professional organizations, helps to create and update the strategic plan for district-wide services—coordinating it with the District Center strategic plan, attends State meetings, meets with librarians on day-to-day operations, matters concerning library boards, library policy matters, identifying and developing federal, state, and local grant proposals, on matters involving State Aid and the Bureau of Library Development, on meeting and maintaining state standards, interfacing with state and local elected officials, government agencies, and advisory groups on library matters, reviews State reports and contracts submitted by the district libraries. The consultant also prepares general and specific meetings, workshops and oversees the continuing education of the ECPL staff, oversees and prepares forms for the “E-Rate” program, develops and presents programming initiatives to member libraries, prepares monthly reports on District Services activities, attends monthly ECPL board meetings, and attends district libraries’ board meetings as requested. Consultant initiates and recommends new approaches to improving library services in the two counties. Supervises the district delivery van and oversees the various district rotating collections.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

**KNOWLEDGE, SKILLS, & ABILITIES:**

Excellent communication skills, significant abilities in program planning and assessment. Proven supervisory skills. Knowledge and experience in new emerging technologies and their applications to library programs and services. Thorough knowledge of library science and collection management. Understanding of group processes. Ability to work with local and state government representatives. Creativity, problem solving skills, and planning skills.

**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

MLS from ALA accredited college or university, plus five years of field experience. Possession of a Pennsylvania operator's license and access to a vehicle.

**CONDITION OF EMPLOYMENT:**

The selected candidate will be **pre-employment required** to obtain, at their own expense, 3 forms of clearance, including PA State Police Criminal History Record Check, PA Child Abuse History, and FBI Criminal History Background Check including finger printing.