Title: **Staff Development Librarian**

Dept: **Human Resources**

Reports to: **Staff Development Coordinator**

Effective Date: **Revised December 2018**

**General Position Summary:**

Develops, plans, coordinates, implements, delivers and assesses training programs relevant to library and information services to further the development of library staff. Creates related resources and applies new technologies to enhance teaching and learning in all types of courses and modes of delivery. Provides consultation and acts as a resource for trainers and staff who provide library and information services. Assists staff with training and training catalog related inquiries.

**Essential Duties/Major Responsibilities:**

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Creates, develops, delivers and evaluates relevant and timely library and information services trainings and relevant resources.
2. Creates and updates training modules, curricula and instructional material for the assigned training areas.
3. Identifies, understands and stays current with library staff training and development needs.
4. Keeps informed of new developments related to library and information services. Projects and forecasts needs for future trainings to prepare staff for emerging trends in serving patrons.
5. Explores, identifies and evaluates new and emerging modes of training delivery supporting the knowledge use and transfer. Makes recommendations for innovative and enhanced trainings and methodologies.
6. Assists with analysis and evaluation of the existing trainings and training delivery methods. Assists with metrics development to evaluate training effectiveness and to ensure effective utilization of organizational resources for staff development in assigned areas.
7. Coordinates and facilitates ongoing staff development opportunities with vendors and various staff members responsible for training to ensure training development and delivery in assigned areas.
8. Assists and educates staff in the use of training catalog and resources. Assists with maintenance of intranet and training catalog in the assigned areas.
9. Responds to and resolves staff complaints and requests for training.
10. Facilitates meetings and collaborates with KCLS staff, including mentors and trainers, on projects and committees directly related to the assigned areas. Provides relevant statistics and reports.
11. Assists with or performs special projects in the assigned areas.

**Secondary Duties:**

1. Assists with annual budget preparation.
2. Initiates, participates and collaborates in the library profession beyond KCLS.
3. Maintains professional expertise in order to provide relevant training courses.
4. Performs other related duties as assigned.

**Customer Focus**
Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

**Valuing Diversity**
Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

**Ethics, Values, and Judgment**
Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

**Professional & Technical Knowledge**
Demonstrates proficiency in professional and technical skills/ and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

**Communicates Effectively**
Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

**Interpersonal Savvy**
Relates well to all kinds of people at all levels, both internally and externally; builds appropriate relationships; interactions are often purposeful and constructive.

**Organizing and Planning**
Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

**Approachability**
Listens more than they talk; allows appropriate time for interactions; purposely builds rapport, sets positive tone and exhibits confidence by body language and speech. Maintains boundaries.
Teamwork/Collaborating
Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrates their own and team member’s strengths and differences.

Vision and Strategic Thinking
Supports, promotes, and ensures alignment with the organization’s vision, mission, and values; holds big picture view while setting priorities, often uses breakthrough strategies to find the way forward.

DESIRED MINIMUM QUALIFICATIONS

Education/Experience:

- Masters of Library Information Science degree from an American Library Association accredited school of librarianship and Washington State certification as a Librarian.
- Minimum of three years of public librarian experience.
- Minimum of three years of recent work experience (within last five years) in training delivery and producing instructional material. Minimum one year full-time training experience may replace two years of work experience where training delivery was only a part of the regular duties.
- Experience in and knowledge of adult learning, instructional material design, and effective training delivery methods.
- Evidence of training or study in training and development may substitute for work experience.

SPECIAL REQUIREMENTS

Washington State Librarian’s Certificate.
Valid Washington State driver’s license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is changing tasks depending upon the shift and will at times frequently stand and walk and up to constantly sit. Will occasionally reach up or down and frequently reach out. Neck rotation and twisting in waist may be up to occasional. Constantly using hands in conjunction with finger use and up to frequent keyboarding, this handling or keyboarding may be repetitive up to occasionally. Occasionally operating foot controls. The employee will occasionally lift 10 pounds and seldom lift up to 20 lbs. Employee will seldom push/pull carts and wheeled equipment with light force.

WORK ENVIRONMENT

Work is performed in a normal office environment or training rooms. Constant sitting and frequent standing include extensive PC monitor work and periodic travel. Occasional early
morning or late evening meetings or trainings may be required.

**Advancement Possibilities:**
Open depending on education and experience

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.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _______________________

Director of HR