



## Position Description: Advisor [Full Time]

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### Massachusetts Library System

#### Position Description

The Advisor plans and implements continuing education and other activities responding to the needs of MLS members and trends in the field. Act as a team with other MLS Advisory staff and as a thought leader among MLS constituencies. Contracts for professional expertise, meeting sites, and service delivery for events as needed. Responds to requests for advisory services in person, by telephone, email and social media. Represents MLS to partner organizations as assigned. Stays current in areas of expertise. Other duties as assigned.

Reports to Training and Advisory Services Director.

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

#### Qualifications

##### Required Skills and Experience

1. **Education:** A Master of Library Science degree from a library school accredited by the American Library Association.
2. Broad knowledge of children's and/or young adult library services in a school and/or public library setting, emerging tools and technologies, and management techniques, especially as they apply to areas of expertise.
3. Ability to train and consult with others on these topics as needed.
4. Ability to interact favorably and 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.
5. Strong internal and external customer service focus.
6. Ability to initiate, organize and work independently. Ability to work collaboratively with other MLS staff as needed.
7. Ability to adopt a variety of technologies to provide online learning opportunities.
8. Seeks opportunities for programming independently or in partnership with a professional organization. Identifies opportunities for advisory referral.

### **Desirable experience:**

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

## **Position Responsibilities**

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

### **Advisory/Continuing Education**

1. Basic Library Techniques series in administration, cataloging, reference, materials selection and collection weeding
2. Board relations, training, hiring of a director, policies, and assistance with questions and problems
3. Customer service
4. Grant planning, applications, management and reporting
5. Library and service management
6. Library programming and advisory services
7. Strategic Planning
8. Policy development
9. Readers' advisory
10. Reading programs, including summer library programs
11. Technology
12. Web resource collection development using Libguides
13. Youth services, school library services
14. First point of contact identified in MLS documents and website for the appropriate library type. Makes new member/new librarian visits to appropriate library type.

### **Databases and Online Content**

- Provide group training for library staff on effective database and online content organization and searching

### **Research and development**

1. Research, acquire, and pilot emerging technologies for youth services library applications
2. Identify, research and pilot non-technological trends in libraries
3. Propose and manage grant-funded projects, in conjunction with partners when appropriate, based on pilot projects
4. Professional collection development to support ongoing library and MLS activities
5. Technology - emerging tools and trends—training coordinated with Technical Specialists or advisors

## Communication

1. Contribute to MLS website and social networking sites.
2. Marketing - Promote statewide services and facilitate access to them.
3. Orientation to MLS services for new school and youth 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.

SALARY RANGE - \$60,000-\$80,000 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.)

### **To apply:**

Send a cover letter, resume and references to [jobs@masslibsystem.org](mailto:jobs@masslibsystem.org) with "Advisor" in the subject line. Applications are due **January 4, 2016**.

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### ***Include in Advertisement***

*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.*

## **About the Massachusetts Library System (MLS)**

Our organization was formed by the merger of six regional library systems in 2010. We were one of many groups of regional library systems that merged at that time as a result of the economic crisis. MLS is a member-driven not-for-profit corporation governed by a 15-member Executive Board, which is elected by the membership.

Our new organization is maturing and we are now making special efforts to recruit a diverse pool of candidates for this position. We are boosting our efforts and attention to diversity in other ways. We will be working with our membership to discuss services to diverse patrons. We plan to identify effective ways to incorporate the needs of diverse populations in our work.

MLS provides the core services to our membership: Training, Advisory, Cooperative Purchasing, eContent (reference and eBooks), Mediated ILL and Document Delivery, Physical Delivery, Shared ILS (MassCat), Summer Reading, and Temporary Library Staffing (Bibliotemps™).

MLS has two offices; one in Marlborough and the other in Whately. Our Marlborough office is located 30 miles west of Boston and 18 miles east of Worcester with easy highway access from I-495 and I-90 and outside the major rush hour traffic issues. Our Whately office is located 28 miles north of Springfield in a scenic rural area but close to a major highway. We plan to move this office soon, after which we hope to find new quarters along the I-91 corridor between Springfield and Greenfield.