

## **Outagamie Waupaca Library System**

### **Position Description**

Title: Continuing Education and Outreach Librarian

Classification: Librarian I

#### **General Description**

The Continuing Education and Outreach Librarian is responsible for developing and coordinating continuing education and training services for staff of member libraries. Other responsibilities include coordinating services to persons with special needs, developing content for the system's electronic resources, consulting with member libraries, and special projects as assigned. The Continuing Education and Outreach Librarian is supervised by the Library Services Manager and is responsible for reporting regularly to the Library Services Manager.

#### **Specific Duties**

- A. Plans and coordinates the provision of continuing education and training for member library staff.
  - 1. Plans and schedules 4-6 general continuing education activities each year for library directors and staff.
  - 2. Seeks opportunities to co-sponsor continuing education programs with other agencies, especially neighboring public library systems.
  - 3. Maintains "Meetings and Workshops" calendar on OWLSweb and disseminates information about CE opportunities sponsored by OWLS or other agencies.
  - 4. Manages the use of Go To Meeting and Go To Webinar to provide continuing education and training to member library staff.
  - 5. Coordinates training sessions for member library staff held in Appleton Public Library's computer training lab.
  - 6. Coordinates continuing education scholarship program and serves as system CE validator.
  - 7. Represents system at state meetings of continuing education coordinators.
  - 8. Works with system director to provide library trustee education and programming.
  - 9. Explores the use of new and emerging technologies as alternative methods for delivering continuing education and training.
  
- B. Plans and coordinates the provision of library services to users with special needs.
  - 1. Consults with member libraries regarding the promotion and facilitation of library service to users with special needs.
  - 2. Plans, applies for, and implements LSTA funded projects to improve library services for users with special needs.
  - 3. Serves as the system liaison to area groups and organizations that serve special needs populations, e.g. Fox Valley Literacy Coalition.
  - 4. Represents system at state meetings of special needs coordinators.

- C. Other duties as assigned or required, including, but not limited to, the following:
1. Contributes content to OWLSweb and InfoSoup.
  2. Provides appropriate consulting services to member libraries upon request, and regularly initiates visits to member libraries.
  3. Participates, when appropriate, in activities involving groups of member library staff, e.g., Books 'R Us.
  4. Plans and implements special projects as assigned by the Library Services Manager.
  5. Participates regularly in activities that promote professional development.

### **Desirable Background**

1. Experience planning or providing adult continuing education or training.
2. Experience with Web 2.0 tools (e.g., blogs, wikis, podcasting, Drupal) or web design and publishing.
3. Proficiency in the Spanish language.
4. Experience with grant writing and evaluation.
5. Experience providing effective customer service.

### **Requirements**

1. A master's degree in library science.
2. Knowledge of computers, word processing, spreadsheets, basic networking procedures, and electronic information resources including the Internet.
3. Ability to instruct others in the effective use of computer software and electronic information resources used by the system.
4. Ability to communicate effectively orally and in writing.
5. Ability to provide effective customer service to member libraries.
6. Must have valid Wisconsin driver's license, means of transportation, and willingness to travel to member libraries and state-level meetings.
7. Must be able to lift and carry 30 pounds of computer equipment and, on occasion, work in awkward positions and circumstances.
8. Ability to sustain prolonged visual concentration and keyboarding activity.