**IFLS LIBRARY SYSTEM**

**Job Description**

**Job Title:** **Public Services Consultant**
**Reports To:** Director
**FLSA Status:** Exempt
**Date Approved**: 1/3/2022

# SUMMARY:

Provides consulting services for member libraries with an emphasis on library staff making connections within their communities and emerging library trends. Supports other IFLS staff members involved in public and adult library services. Works with the Resource Sharing and Collection Consultant, and the Interlibrary Loan and Courier Operations Consultant to budget and evaluate the operations of the interlibrary loan (ILL) clearinghouse, reference, electronic resources, and delivery services.

# ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides consulting in the following areas:

* + Aligning library services with community needs and budget constraints
	+ Data/statistics in library planning
	+ Adult Services
	+ Personnel
	+ Library Administration
	+ Emerging trends in the library field

Fosters partnerships and other collaborative relationships in support of the system and member libraries.

Serves as the IFLS representative on the Wisconsin Public Library Consortium (WPLC) Board and oversees selection of/communication with IFLS representatives serving on WPLC committees.

Attends library and other library related meetings and advocates for library and system issues.

Administers and evaluates the delivery service with assistance from Resource Sharing and Collection Consultant, and the Interlibrary Loan and Courier Operations Consultant.

Prepares and monitors the electronic resources, resource sharing, and delivery budgets with assistance from Resource Sharing and Collection Consultant, and the Interlibrary Loan and Courier Operations Consultant.

Disseminates information regarding WPLC, ILL, copyright, reference, and delivery activities to area librarians which includes maintaining the relevant sections of the IFLS website.

Performs other related duties as assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Because of the nature of this position, the employee must perform some duties outside of normal business hours. Work hours may vary.

# EDUCATION AND EXPERIENCE:

Required: Either a Bachelor’s Degree plus five years of progressively responsible library experience or a Master’s Degree in Library Sciences from an accredited college or university plus three years of progressively responsible library experience. Desired: 1-2 years in an administrative/supervisory capacity.

**LANGUAGE SKILLS**

Ability to read, analyze*,* and interpret common scientific and technical journals, financial reports,

and legal documents. Ability to respond to common inquiries or complaints from customers,regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format*.* Ability to effectively present information totop management,public groups, and/or boardsof directors.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to interpret library related statistics such as circulation, interlibrary loan, and delivery numbers including database usage.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to set priorities based on program goals.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License.

**PHYSICAL DEMANDS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet. A hybrid work environment is possible for this position but travel within the region/state is required.