

**James V. Brown Library
Position Description**

Job Title: District Consultant	Department: North Central Library District
Classification: Librarian/Professional III	Reports To: District Administrator
FLSA Status: Exempt	Date Approved: September 5, 2025

Summary: The District Consultant position provides a challenging and rewarding opportunity for a professional librarian with a desire to work closely with 40 public libraries in the establishment and maintenance of enhanced information service to residents of the North Central Library District. The Consultant reports to the District Administrator and serves as liaison between local libraries and Commonwealth Libraries. It is the role of the District Consultant to ensure that district services are provided to the all member libraries. These services include providing coaching and advice to Library staff and Board members in order to improve the quality of library services, facilities and collections in each library and to help promote public awareness and utilization of these services.

The position of District Consultant is entirely funded by District Aid that the James V. Brown Library receives to provide District Services. This is an "in the field" position with one required day per week at the James V. Brown Library, in its role as the district headquarters.

Committee Responsibilities: District Advisory Council, District/Regional Committees as needed

Essential Duties and Responsibilities: The following list is representative of the typical duties and responsibilities performed. The employee's actual duties and responsibilities may vary slightly depending on department needs and individual assignments.

- This position, along with the District Administrator, who is the Chief Executive Officer & Director of the James V. Brown Library, serves as the Administrative Team of the North Central Library District.
 - Works with the District Administrator to ensure that all reporting and requirements of being a District Center are met in an accurate and timely manner.
 - Negotiates and implements the goals and objectives of the annual district negotiated agreement and budget.
 - Assists with the development, implementation, and evaluation of the North Central Library District's strategic plan.
 - Counsels district member library directors, board members, municipal officials, and interested members of the public on library laws and regulations in the Commonwealth of Pennsylvania, as well as any state or federal laws that have an impact on public library service. Counsels on library management best practices. Participates, if requested by a library board, in the search for a new director.

- Attends and participates in Office of Commonwealth Libraries meetings, Pennsylvania Library Association, state and national committees (as applicable), associations, and organizations.
- Coordinate meetings and contacts with Commonwealth Library staff and other District Library Center staff to assist with member library problem-solving and service enhancement.
- Initiates strategic contacts in the counties they serve to increase awareness of library services, especially online services. These target groups include chambers, school districts, county planners, administrators and elected officials, Head Start and literacy programs, area agencies or organizations, state elected officers, and others as identified as beneficial by the consultant.
- This position is responsible for providing District Services to all the member Libraries and Library Systems
 - Meets regularly with boards and staff to establish and maintain effective working, advisory, and consulting relationships.
 - Assists district libraries in the review and development of library policies, procedures, and strategic planning.
 - Creates tools and models techniques for Boards to use in effectively articulating the community's library needs to local decision makers and funding bodies.
 - Assists in the creation of targeted marketing materials, messages, and strategies for member libraries to use to promote use of web-based and other library resources.
 - Plans and presents Trustee programs to assist Library Boards in evaluating their library's effectiveness and in building advocacy skills needed to secure increased local municipal support.
 - Assists member libraries and systems with the development of Keystone and other grant proposals. Prospects for successful models (programs, plans, toolkits, trainings, standards, partnerships) at the state, other state, and national level that can have local benefit and replication potential and bring them to the attention of the District Advisory Council and member libraries.
 - Reviews all member libraries' state-required reports for completeness.
 - Plans and coordinates continuing education and training opportunities for trustees and library staff.

The above tasks are illustrative of the kind of work to be performed and are not intended to be all-inclusive or exclusive.

Required Education: Master's in Library or Information Science degree from an American Library Association-accredited school with a minimum of two years, with five years preferred, in a supervisory position within public libraries. Must possess a Professional Librarian certificate from the State of Pennsylvania. Work history must demonstrate the ability to perform the responsibilities of the position.

Experience and Qualifications: Essential Skills/Abilities: demonstrates knowledge of modern library development and the impact of technology; demonstrates good interpersonal skills in meeting with the public, staff, and community; demonstrates good active listening skills. Must be a capable public speaker and have the skills to plan, organize, and present effective programs and workshops.

The position requires a commitment to service excellence; the ability to see the big picture of the District and member libraries; the ability to work well with others in a team; the ability to provide leadership and plan, prioritize, and focus on what is critical; commitment to lifelong learning; recognition of the value of professional networking; and the ability to remain flexible and positive in a time of continuing change.

Working Conditions and Physical Demands:

The physical demands described below are representative of those that must be met in order to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a traveling position. The District Consultant is on the road up to 80% of their work time visiting district libraries. This position requires a valid driver's license, with a vehicle, and valid insurance.

While performing the duties and responsibilities of this position, the employee is regularly required to speak and hear at a conversational level, use hands to handle objects, stand or sit for long periods of time, lift and/or move up to 10 pounds, reach, stoop, kneel or crouch. The employee is at times required to lift and/or move up to 25 pounds and will often traverse stairs.

Competencies

- *Leading with Integrity:* Exhibits ethical and moral behavior in everyday business conduct; Earns trust of others by disclosing information and admitting mistakes; Recognizes and resolves ethical questions; Ensures organizational ethics are widely understood; Encourages open discussion of ethical issues; Creates an environment that rewards ethical behavior
- *Negotiation Skills:* Clarifies interests and positions of all parties; Adjusts tactics to achieve desired results; Manages conflict, manipulation, and strong emotions; Develops alternative options for mutual gain; Builds consensus through give-and-take
- *Quality Management:* Fosters quality focus in others; Sets clear quality requirements; Measures key outcomes; Solicits and applies customer feedback; Improves processes, products, and services
- *Team Leadership:* Fosters team cooperation; Defines team roles and responsibilities; Supports group problem solving; Ensures progress toward goals; Acknowledges team accomplishments
- *Change Management:* Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results
- *Visionary Leadership:* Creates a clear, compelling vision; Communicates vision and gains commitment; Acts in accordance with vision; Displays passion and optimism; Mobilizes others to fulfill the vision
- *Financial Responsibility:* Understands financial targets and budget goals; Incorporates financial analysis into strategic decisions; Implements operating budget flexibility to address changing priorities; Creates sound business cases to support expenditures; Promotes conservation of organizational resources