



1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

[X] UPDATE [] AGENCY APPEAL [] MASTER ___ # requested

[] JOB CORRECTION [] 5.3 APPEAL [] CAREER PROGRESSION GROUP

[] NEW POSITION

Table with 3 columns: MAJOR AGENCY CODE & PERSONNEL AREA CODE (262), POSITION NUMBER (168871), CURRENT PAY LEVEL (AS 618), CURRENT OFFICIAL JOB CODE (00101020), REQUESTED PAY LEVEL, REQUESTED OFFICIAL JOB CODE.

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)

Library Consultant

REQUESTED OFFICIAL JOB TITLE

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

Table with 4 columns: ORGANIZATIONAL UNIT NUMBER, COST CENTER NUMBER /FUND, WORK PARISH, PERSONNEL SUBAREA

EMPLOYEE GROUP (CHOOSE ONE)

[] FT HOURLY [] FT SALARY [] PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST

Employee Qualifies For Job

[] Yes [] No

HUMAN RESOURCES CONTACT

AGENCY/DEPARTMENT - OFFICE - DIVISION

DCRT/State Library of Louisiana/Library Development

HUMAN RESOURCES TELEPHONE

()

OFFICIAL TITLE OF SUPERVISOR

Associate State Librarian

DIRECT SUPERVISOR'S POSITION NUMBER

HUMAN RESOURCES EMAIL

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

Table with 3 columns: INCUMBENT NAME, POSITION NUMBER, OFFICIAL JOB TITLE / AGENCY

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

- [] DETERMINES WORK ASSIGNMENTS [] RECOMMENDS HIRING/PROMOTIONS [] TRAINS STAFF
[] REVIEWS AND APPROVES WORK [] PREPARES & SIGNS PES RATING [] APPROVES LEAVE

Table with 2 columns: NUMBER OF DIRECT SUBORDINATES

6 ATTACHMENTS

Check to indicate attachments.

- [X] Organizational Chart (required) [X] Duties / Responsibilities (required) [] Comments [] MJD Position Numbers [] Contracted Personnel Form

7 SIGNATURES

Sign and print below.

Table with 3 rows for EMPLOYEE, DIRECT SUPERVISOR, and APPOINTING AUTHORITY (Required). Each row includes a DATE field and a certification statement.

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

PUBLIC LIBRARY CONSULTANT – Children and Teen Services Consultant

Position summary: This position takes a leadership role in the development of children and teen services in public libraries throughout the state, acting as a resource for public library staff in all areas of children and teen services. Responsibilities include overseeing the development of statewide children and teen programs, mainly the Louisiana Readers' Choice Program and the Summer Reading Program, working with advisory committees, taking a lead role in the assessment of services and collections and providing training to public library staff. In addition, this position answers general technology, administrative, personnel and Louisiana library laws questions along with other State Library consultants.

Public Library Services Specific to Children and Teens – 70%

- Consults with public library administrators and board members of 67 public library systems on all aspects of children and teen services.
- Provides support to all Louisiana public libraries on youth service related topics in the form of in-person site visits, telephone and email communication, etc.
- Provides training and makes presentations, either in-person or online, on a variety of topics, including story time, early literacy, collection development, teen services, etc.
- Provides consulting assistance to staff, library friends groups, and trustees in local libraries that are developing and presenting local programs to promote reading, books, and literacy for children and teens.
- Prepares reports on public libraries in relation to children and teen services.
- Plans and implements programs and services for children and teens to be presented by the State Library and for duplication by public libraries statewide.
- Coordinates the statewide annual summer reading program (SRP) for children and teens, presents in-person SRP workshops to public library youth services staff. Serves as the state level representative to the Collaborative Summer Library Program (CSLP) organization. Actively participates in CSLP, which includes attending conferences, serving on committees, and maintaining communication with CSLP and colleagues.
- Coordinates all aspects of the Louisiana Readers' Choice program for students in grades 3rd – 12th, a program with an annual participation of over 25,000 students, including serving as the chair on each committee, developing procedures and guidelines for the program and committees, and working with librarians and schools to promote the program.
- Develops and delivers workshops and webinars on youth services topics.
- Participates in the development of documents essential to public library services for children and teens.
- Creates surveys and reports on programs and youth services topics.
- Coordinates special activities with other staff in the State Library and assists in interpreting the goals, programs, policies and services for children and teens statewide, representing the State Library to the library community and other related groups in the state.
- Works with other State Library staff in keeping up-to-date children's and teens' web portals and provides input on children/teen resources and purchasing decisions.
- Maintains performing artist directory.

General Consulting Activities – 20%

- Researches topics, develops documents, and advises fellow staff members, public library administrators and staff on all topics including, but not limited to: best practices, collection development/weeding, program development, promotion of library services for children and teens, public relations, evaluating of space devoted to children/teen services, policies and procedures.
- Reviews, edits, and offers advice for content upon request from administrators for public library publications (such as policy manuals, personnel handbooks, cooperative endeavor agreements, grant applications, etc.)
- Makes presentations for conferences, workshops, seminars, and library functions, such as dedications or staff meetings.

Professional Development and Miscellaneous—10%

- Participates in state and national professional library associations. Serves on appropriate committees.
- Keeps informed of current library trends and professional literature.

- Develops collaborative relationships that support the State Library reading initiatives with other groups and individuals in the state, including but not limited to writers, workshops, and networks, humanities and art councils, faculties in public and private academic institutions, writers, booksellers, as well as other state-level projects with similar goals.
- Works with organizations in other states and with national organizations such as the Library of Congress, the American Library Association, the National Endowment for the Humanities, and the National Endowment for the Arts to plan and implement programs. Supervises other staff that may be hired to assist with the administration of programs, including organizing and directing work, reviewing performance, and the full range of supervisory functions.
- Maintains relationships and forms partnerships with schools to promote State Library programs and resources, including Louisiana Readers' Choice, HomeworkLouisiana, and the Louisiana Book Festival. Also, presents at school in-service days, conferences, trainings, etc.
- Other duties as requested.