



Illinois Heartland Library System

Job Description

Position Title: **Continuing Education Coordinator Liaison**

FLSA: Exempt

Location: All

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Library Professional

Salary Grade: 9

Summary:

The Continuing Education Coordinator Liaison works as part of the Membership Services Team to develop and oversee a meaningful continuing education program. This position will involve continuing assessment of what offerings and modalities will be most appropriate for IHLS membership. A special focus of this position is cooperative work with the Illinois State Library, the Illinois Library Association (ILA), The Association for Illinois School Library Educators (AISLE), our sister systems, and national library organizations to make quality continuing education opportunities available to Illinois library workers

Essential Duties & Responsibilities:

As part of the Membership Services Team:

- Assess professional development needs among IHLS Member Libraries
- Develop continuing education opportunities in a variety of modalities
- Identify professional development opportunities offered by other agencies and promote them in a timely fashion to IHLS membership.
- Keep statistics on professional development offerings and participation.
- Engage in ongoing contact with member libraries on professional development-related matters.
- Oversee the process of awarding Professional Development Hours to participants from the school library community; this includes, but is not limited to vetting subcontractors and precise record keeping.
- Monitor professional development data in Library Learning (L2)

Essential Duties & Responsibilities:

- Works with other IHLS Departments to improve and enhance member experience among all member libraries.
- Promotes IHLS networking and professional development opportunities with member libraries.
- Works closely with communication and marketing to create awareness of continuing education programs offered by IHLS through campaigns, newsletters, and online and social media avenues.

**This position will work out of the Carbondale, Champaign, or Edwardsville Office

Continuing Education Coordinator Liaison (continued)

- Maintains proficient computer skills for creating and maintaining databases and publications.
- Participates in networking events throughout the system.
- Is involved in regional, statewide, and national initiatives as a voice for IHLS in educational needs of our member libraries.
- Exhibits Knowledge of the governance documents for Illinois libraries, such as Illinois Library Laws and Rules, and Linking for Learning

Supervised by: Associate Director

Supervises: N/A

Minimum Education and Experience:

- MSLIS with licensure preferred.
- Three (3) years' experience working in libraries.
- Experience working in or with different types of libraries is preferred.

Licenses or Certifications Required: Valid driver's license or other accommodations for travel.

Knowledge, Skills, and Abilities Required:

- Knowledge of the Illinois Library Community and existing opportunities for professional development.
- Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to monitor and assess performance of self, other individuals, and working teams to make improvements or take corrective action.
- Knowledge of the principles and procedures of professional library work including methods and practices.
- Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to use computers and software such as Word, Excel, and Power Point.
- Good oral and written communication skills for the purpose of explaining, persuading and negotiating.
- Ability to work in an organization that embraces customer service.
- Ability to establish and maintain effective working relationships with staff, the board, governmental representatives, and member libraries.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards co-workers, member libraries and job duties.
- Ability to travel as required.

Working Conditions:

Work is usually performed in an office environment. Some evening and weekend work will be required, with occasional overnight travel.

Telecommuting:

This position allows for occasional or regular telecommuting.

Physical Effort:

- Primarily sedentary work, but also requires standing, walking, stooping, or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking.
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet.
- Must be able to concentrate on detailed information over an extended period.
- Prolonged use of a computer with continuous sitting.

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

Date

Approved October 2017
Revised April 2021
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Revised February 2023