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## JOB ANNOUNCEMENT

### EDUCATION SERVICES SPECIALIST

MEDFORD LOCATION

FULL-TIME/40 HOURS

\$19.21 TO \$24.07 PER HOUR

\$39,966 TO \$50,057 PER YEAR

CLOSES NOVEMBER 8, 2021 – OPEN UNTIL FILLED

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#### ABOUT JCLS

With more than 200 days of sunshine each year, Jackson County, Oregon is located midway between Portland and San Francisco. The region boasts beautiful valleys and mountain lakes, wineries, wild rivers, easy access to the Redwoods and coast, and cultural entertainment to rival big cities.



Jackson County Library Services (JCLS) serves the 220,000 residents of Jackson County with 15 branch libraries. The mission of the Jackson County Library District is to connect everyone to information, ideas, and each other. We provide a wide range of children's, teen, and adult physical and electronic resources and collections as well as outreach services, including booktalks for elementary and middle school students, services for homebound patrons, and outreach to childcare centers. Our ever-changing [calendar of programs](#) and events is diverse, including musical performances, lectures, art exhibits, classes, book groups, storytimes, and more.

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#### THE POSITION

The Education Services Specialist acts as a liaison between Jackson County Library Services and Jackson County schools. The primary focus of this position is to establish connections with school librarians/media specialists, teachers, principals, or superintendents to identify needs and deliver relevant library services. This position promotes public library resources to school librarians/media specialists and teachers by educating, training, and connecting them to library collections, including databases.

#### DUTIES AND RESPONSIBILITIES

- Supports the mission, vision and values of Jackson County Library Services by establishing connections with school librarians/media specialists, teachers, principals, and superintendents to identify needs and deliver relevant library services.
- Oversees the development of District-wide partnerships between the schools and public library staff, services, and materials.

- Serves as a liaison with schools, identifies, and analyzes emerging trends and needs to determine direction for connecting with students and educators at the school districts.
- Helps to identify and address training needs and development areas for staff in connecting with the schools in their community.
- Coordinates and participates in school-focused offsite outreach events.
- Collaborates with school districts and maintains a comprehensive database of all school-related outreach events.
- Communicates with the library's Marketing team, and makes all other necessary arrangements to attend outreach events with requisite materials to showcase library resources to the community.
- Consults with teachers for the purpose of implementing new services to assist in student progress.
- Creates avenues for underserved students to close achievement gaps and overcome the digital divide utilizing public library resources.
- Organizes a variety of activities for the purpose of providing support to schools, showcasing public library services and materials.
- Attends professional meetings and conferences to keep up with the latest trends and advances in educational resources; maintains an awareness of new technologies.
- Communicates with supervisor, school staff, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Leads, coordinates and/or serves on various internal and external committees.
- Translates JCLS strategic goals into clear, actionable direction.
- Knows and understands the American Library Association's Bill of Rights, Freedom to Read Statement, Freedom to View Statement, recognizing that freedom of access is a fundamental tenet of a public library. In addition to these freedoms, support client discretion of materials available at the local library(ies).
- Follow all legal and policy requirements related to patron privacy and custodianship of patron records.
- Regular attendance.
- Performs other duties as assigned or required.

## KNOWLEDGE, SKILLS AND ABILITIES

- Comfortable being in the public face of the library.
- Comfortable leading trainings, workshops, and speaking in front of a group.
- Print and digital collections including databases for teachers, children and teens; working knowledge of collections for adults.
- Professional library principles, practices, techniques, and standards as they pertain to the delivery of public library services, customer relationships, and confidentiality of information.
- Effective organizational, time management, project management, and problem-solving skills. Ability to work in a self-directed environment with minimal guidance.
- Comply with guidelines set forth by State of Oregon for mandatory reporting.
- Demonstrated success building and maintaining excellent interpersonal relationships.
- Excellent communication skills, both verbal and written.
- Administrative analysis and report preparation, including assessment methods and tools.
- PC applications for library operations including library software, word processing, spreadsheets, email, internet, presentation software, and data management.
- Ability to communicate effectively with a number of different audiences using a variety of methods.
- Actively supports and respects diversity in the workplace.

## QUALIFICATIONS

### MINIMUM QUALIFICATIONS

1. Three years of library experience in either outreach or children's; three years of experience in education services; or a combination of equivalent experience.
2. Experience working with school staff and administrators.
3. Experience overseeing public services programs.

### DESIRED QUALIFICATIONS

1. Master's Degree in Library and Information Science from an ALA accredited institution.
2. Teaching certificate or teaching credential.
3. Bilingual (Spanish).

#### **SPECIAL REQUIREMENTS/LICENSES**

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating a privately-owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

#### **WORKING CONDITIONS**

While performing the duties of this position, the employee is continuously required to communicate by talking and listening, use of fingers and hands, repetitive motion and sitting. Frequently required to stand, walk, reach, and feel. Occasionally bend, stoop, grasp and rarely to feel, kneel or crawl. The position requires mobility, including the ability to move materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc. May infrequently require moving materials weighing up to 30 pounds.

Manual dexterity and coordination are required over [75%] of the work period while operating equipment such as a computer keyboard, calculator, and standard office equipment. High volume environment with high accuracy requirements for numeric and alpha processing.

Travel to other district locations and/or to workshops/professional meetings/conferences.

This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable. Conditions may consist of the following:

- Reading for comprehension and direction, (policies & procedures).
- Speaking to share/respond, to maintain relationships and to convey instructions and/or direction.
- Various equipment includes computers with a keyboard and mouse, telephone, and other electronic devices to share documents, information and discussion.
- Interaction with library customers, Foundation Board, library staff, and the management team.
- May include stressful situations related to negotiating or resolving problems.
- Attendance at occasional evening/weekend meetings and/or social/business events.

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#### **SALARY**

This position is placed at range I on the JCLS salary schedule, and has a starting salary range of \$39,966 to \$42,457 per year. The full salary range is \$39,966 to \$50,057. Placement on the salary schedule is based upon education and experience.

#### **BENEFITS**

JCLS offers a competitive benefits package including 401(a), medical, dental and vision coverage to employees and qualified dependents. In addition, JCLS provides vacation, sick leave and paid holidays.

#### **SELECTION PROCESS**

After the preliminary screening, selected candidates will be invited for an initial interview. Videoconference interviews (in lieu of an in-person initial interview) will be offered. Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview.

JCLS reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool or if funding is not available.

## CONDITIONS OF EMPLOYMENT

Employees must satisfy all of the pre-employment requirements prior to appointment that include, but are not limited to; verification of their legal right to work in the United States, and a background check.

## ACCOMMODATIONS

Applicants requiring reasonable accommodations in completing the application or the interview process must notify the Human Resources Department in advance.

## EQUAL OPPORTUNITY EMPLOYER

JCLS provides equal employment opportunities to all employees and applicants for employment, and prohibits discrimination and harassment, of any type, without regard to race, color, religion, age, sex, national origin, marital status, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.

The organization employs affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment, and the work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, compensation, promotion, transfer, layoff, termination, training, and conflict resolution.

## APPLICATION PROCESS

In order to be considered for this position, applicants must submit a **JCLS Application, Cover Letter and Resume**. The JCLS Application can be found at <https://jcls.org/about/job-opportunities/> These items must be turned in to the Human Resources Department no later than **November 8, 2021 at Midnight PST**.

Materials can be submitted by emailing to [bfogerty@jcls.org](mailto:bfogerty@jcls.org). Only candidates with complete materials and who meet the minimum qualifications of the position will be considered.