



JOB DESCRIPTION

JOB TITLE: System Services Librarian – Library Development
REPORTS TO: Executive Director
STAFF SUPERVISORY RESPONSIBILITY: No

FLSA: Exempt
DATE: 6/22/2026

SUMMARY:

The Systems Services Librarian – Library Development serves as a key consultant, innovator, and strategic resource for SALS’ thirty-four member libraries. This position leads SALS’ Coordinated Outreach Services Program, drives library development initiatives, and provides expert consulting and hands-on support in the areas of outreach, technology, digital services, and data analysis. The ideal candidate is a proactive, creative professional who is passionate about strengthening public library services and brings a forward-looking perspective to everything they do.

ESSENTIAL FUNCTIONS:

Outreach & Library Development

- Leads SALS’ Coordinated Outreach Services Program in compliance with NYS requirements, including community partnership development, advocacy support, and outreach planning for member libraries.
- Works collaboratively with the Executive Director to develop, implement, and evaluate systemwide library development strategies that address the diverse and evolving needs of member libraries.
- Coordinates systemwide advocacy initiatives, including monitoring and communicating relevant legislation and supporting member libraries in year-round advocacy efforts.
- Serves as a resource and liaison for member library directors.
- Establishes and nurtures partnerships with key stakeholders at the local, statewide, and national levels.

Technology & Digital Services

- Leads member library technology consulting and support services outside the scope of the Joint Automation Project, including website development, digital platform guidance, and advising on hardware, software, and emerging technologies.
- Proactively identifies and communicates trends in library technology, digital equity, and user experience, providing actionable guidance to member libraries.
- Supports digital inclusion initiatives and serves as a resource for member libraries implementing digital literacy and “Digital Navigator” programs.

Training & Professional Development

- Plans, develops, and delivers high-quality training, professional development, and continuing education opportunities for member library staff and trustees that proactively address current and emerging needs.

- Designs and facilitates workshops, webinars, and instructional sessions for diverse audiences across the SALS service area.

Data, Reporting & Grant Administration

- Conducts data analysis for SALS and member libraries; prepares monthly, annual, and ad hoc reports to inform decision-making and demonstrate impact.
- Oversees the administration of assigned grants, ensuring compliance, financial oversight, and successful program execution.
- Proactively identifies new grant opportunities aligned with SALS and member library priorities.

Collaboration & Professional Engagement

- Participates in SALS and systemwide projects, committees, and initiatives as required.
- Attends SALS board meetings.
- Engages in local, statewide, and national professional organizations, meetings, and committees to advance SALS' mission and stay current in the field.
- Networks with peer library systems and professional colleagues to share best practices and foster innovation.
- Promotes a collaborative, service-oriented, and inclusive workplace culture.
- Maintains the highest level of confidentiality and demonstrates integrity, sound judgment, and ethical and professional behavior at all times.
- Performs other 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.

Education and Experience:

- Master's Degree in Library and Information Science from an ALA-accredited institution.
- Five or more years of progressively responsible experience in a library or related setting, with preference for experience in public library management, library systems, consortia, or consulting roles.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- New York State Public Librarian Certificate
- Valid driver's license and reliable personal transportation. Travel to member libraries and off-site locations is required; mileage is reimbursed at the federal rate.

Required Knowledge and Skills:

Required Knowledge:

- **Library Operations:** Thorough knowledge of the organization, administration, and management of public libraries.
- **Public Library Services:** Knowledge of best practices in public library services, policy, and procedures, and the ability to envision and champion a broad future for library service delivery.

- **Innovation & Trends:** Awareness of current and emerging trends in library services and technology, including artificial intelligence in discovery, makerspaces, mobile applications, and digital equity initiatives.
- **Computing Fundamentals:** Solid working knowledge of computer hardware, software (e.g., Microsoft Office, Adobe), operating systems, and peripheral devices.
- **Web & Digital Platforms:** Familiarity with content management systems (particularly WordPress) and web-based library applications.
- **Digital Equity & Literacy:** Understanding of the library's role in bridging the digital divide and supporting digital literacy for diverse populations.
- **Project & Program Management:** Knowledge of project development, implementation, and evaluation principles.
- **Standards & Ethics:** Knowledge of applicable laws, codes, and regulations as well as an understanding of ALA's Code of Ethics, Library Bill of Rights, and data privacy laws.

Required Skills:

- **Consultation & Advisory:** Ability to provide professional consultation on library operational problems and propose actionable solutions.
- **Innovation & Initiative:** Demonstrated ability to proactively identify opportunities for improvement and bring new ideas forward with enthusiasm and follow-through.
- **Instructional Delivery:** Skill in planning, facilitating, and evaluating workshops, training sessions, and instructional events for diverse library staff audiences.
- **Strategic Communication:** Ability to communicate effectively in writing and verbally with library personnel, governing boards, community partners, and the public.
- **Project Management:** Proven ability to initiate, organize, and manage complex, multi-faceted projects independently and collaboratively.
- **Critical Thinking:** Aptitude for problem-solving, needs assessment, data analysis, and preparing clear reports for varied stakeholders.
- **Customer Service:** Strong service orientation and a positive, cooperative approach when working with member libraries, SALS colleagues, and external partners.
- **Technical Proficiency:** Proficiency with library technologies, Microsoft Office, and a demonstrated willingness and ability to learn and adopt new tools and platforms.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting, use standard office equipment and stamina to sit, stand, and walk for extended periods of time; ability to move up to 35 pounds; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

- Work is performed in a hybrid setting as set by SALS' policy and procedure.
- Flexibility to work some evening or weekend hours to accommodate system events or member library needs is required.
- Regular travel to member libraries throughout Hamilton, Saratoga, Warren, and Washington counties is required.