

## **SOUTHEAST KANSAS LIBRARY SYSTEM JOB DESCRIPTION**

Title: **Special Needs Consultant**

Reports to: Director

FLSA Status: Part-time, Non-exempt

Wage: \$20-\$22 /hr | 25 hours per week

### ***Essential Functions***

- Serves as Talking Books Library Services consultant. Provide training to meet the needs of the blind and visually impaired clients of all ages
- Works with member library staff to promote, coordinate, and develop library services for persons of all ages with disabilities and special needs so that these groups receive equal access to high quality library services
  - Research, develop, promote, and manage SEKLS special needs collection of adaptive equipment, kits, and materials
  - provide information in group settings, one-on-one, through newsletter articles, and on the SEKLS website
  - visit libraries or schools to assess needs and check on publicity materials
- Promote services with general public presentations at community events, such as health fairs, service clubs, library meetings, and school in-service programs
- Keep the Special Needs section of the SEKLS website current
- Develop and maintain a list of agencies and partner services in SEKLS service area as a ready referral reference guide
- Develop and disseminate information packets to public and private agencies, libraries, professional and civic organizations, and others in contact with potential clients to promote awareness of available services
- Collaborate with relevant agencies and organizations to develop and implement activities and enrichment programs that promote reading
- Coordinate services with Talking Books staff of the state and other regions
- Assist patrons with reader's advisory and circulation services as needed
- Provide monthly reports to local and state administrative agencies
- Attend quarterly state-wide Talking Book Library meetings
- Participate in at least two (2) continuing education opportunities per year
- Attend and participate in related conferences
- Other duties as assigned

### ***Qualifications:***

1. Associate's degree or combination of relevant education and experience
2. At least three (3) years of experience working with diverse populations preferred

### ***Required Knowledge, Skills, and Abilities***

- Knowledge of and ability to build positive relationships with libraries and other organizations
- Awareness of best practices related to modifications, universal design, and adaptive equipment
- Skilled in public speaking and providing training both one-on-one and to groups
- Ability to initiate, organize, and follow through on events, programs, and projects
- Ability to collaborate with colleagues and partners to identify outreach needs and develop successful programs and outreach strategies
- Ability to exercise considerable independent judgment to carry out assignments
- Ability to establish positive, effective, friendly, and professional relationships with colleagues, partner organizations, and member library staff
- Ability to interact courteously and effectively with member library staff and volunteers, business contacts, and the general public
- Ability to express thoughts, ideas, and recommendations clearly, both orally and in writing, and to utilize proper channels of communication
- Displays high standards of ethical conduct and exhibits honesty and integrity
- Aligns behavior with the needs, priorities, and goals of the organization
- Commitment to ongoing professional development to maintain and improve skills
- Knowledge of and the ability to use Microsoft Office suite, Google Apps, WordPress, and online meeting software
- Ability to operate a vehicle and hold a valid driver's license is required

### ***Physical Requirements***

- Regularly required to stand, walk, bend, kneel, crawl, reach, balance, and sit
- Regularly required to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms
- Vision and hearing at or correctable to "normal ranges"
- Ability to work under stress from deadlines, public contact, and changing priorities and conditions
- Ability to view a computer monitor and/or operate a keyboard for extended periods of time
- Ability to operate computers with high proficiency using library software, word processing, spreadsheets, desktop publishing software, and the Internet
- Ability to travel to visit libraries and attend meetings

Reasonable accommodation may be made to enable individuals with disabilities to perform this position.