

# South Central Kansas Library System

**Title:** Training Specialist

**Reports to:** Director

**Supervision:** None

**Fair Labor Standards Act Status:** Non-exempt

**Salary:** \$38,000 - \$47,000 (40 Hours per Week)

**Benefits:** Paid single coverage Blue Cross/Blue Shield Health and Dental; Kansas Public Employee Retirement System; Optional Health Reimbursement Plan, Wellness Program and Benefit. SCKLS provided work vehicle. Credit card provided for work-related expenses and partial reimbursement for work cell phone.

## **ESSENTIAL FUNCTIONS:**

Provides and facilitates the organization and support for an annual program of continuing education, training events and two grants programs for member public, academic, school and special libraries as well as public library boards and SCKLS staff; assists with providing SCKLS internal technology hardware and software installation and support; manages SCKLS directory and inventory.

## **EXAMPLES OF WORK:**

Duties which comprise 70 – 80% of work time:

Provides pre-event, event and post-event organization, support and evaluation for continuing education, training programs and other meetings

Coordinates and organizes quarterly BLaST (Basic Library Skills Training), monthly TechTalk Series and semi-annual meeting programs

Develops and delivers individualized and/or group training, instruction and orientation as needed

Collaborates with Director and Staff to provide and support continuing education and training programs

Duties which comprise 20 – 30% of work time

Maintains and supports SCKLS video conferencing solutions, phone system, projector kits, security system, WeatherBug weather station, digital signage, etc.

Assists with maintaining SCKLS staff, guest, lab and training software, laptop *Absolute DDS*, computers and printers

Maintains SCKLS Directory and SCKLS technology and furniture inventory

Administers Continuing Education Reimbursement Grants and Program/Project Grants

May represent SCKLS at various meetings

Other work-related duties assigned by the Director

**PHYSICAL REQUIREMENTS:**

Sitting, standing, walking, climbing and stooping  
Bending, twisting and reaching  
Speaking and hearing  
Manual dexterity including use of the telephone, computer and touch devices  
Lifting and carrying up to 50 pounds  
Pushing and pulling, objects weighing 60 - 80 pounds or less on wheels  
Mobility and travel to locations outside the SCKLS office  
Ability to safely operate a SCKLS vehicle

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Must be able to work independently as well as follow instructions; manage multiple projects simultaneously; proactively meet deadlines; provide high attention to details and organization; and communicate courteously and effectively.

Ability to use Microsoft software applications; presentation software and technology; *Evanced Solutions* calendar/event software; and *SurveyMonkey*.

Knowledge of basic and evolving library services in various types of libraries.

Ability to read, write, communicate and teach effectively; develop training and instruction; communicate effectively with individuals with varied levels of library skills / knowledge.

Ability to foster and maintain positive working relations with member librarians and staff.

**MINIMUM QUALIFICATIONS:**

1. Masters of Library Science from an American Library Association accredited program or Bachelor's degree in a related field and three years of library experience.
2. Successful completion of pre-employment screening tests.
3. A valid Kansas driver's license and safe driving record required.

**APPLICATION:**

Application letter should address how your experiences and skills would correlate with the various job duties for the position. Send via US Postal Service or e-mail a letter of application, resume' and three references to:

Paul Hawkins, Director, SCKLS  
321 North Main Street  
South Hutchinson, KS 67505

e-mail: Paul@sckls.info

Applications accepted until position filled. Applicants that best meet the job qualifications may be invited to interview. SCKLS is an Equal Opportunity Employer.