



COMMONWEALTH OF PENNSYLVANIA  
invites applications for:

## Library Development Advisor

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

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**SALARY:** \$56,059.00 - \$85,125.00 Annually  
**JOB TYPE:** Civil Service Permanent Full-Time  
**DEPARTMENT:** Department of Education  
**LOCATION:** Dauphin County  
**OPENING DATE:** 08/14/19  
**CLOSING DATE:** 09/04/19 11:59 PM  
**JOB CODE:** 25310  
**POSITION NUMBER:** 00089013  
**UNION:** FOSCEP  
**BARGAINING UNIT:** C4  
**PAY GROUP:** ST08  
**BUREAU/DIVISION CODE:** 0162654  
**BUREAU/DIVISION:** Library Development  
**WORKSITE ADDRESS:** 333 Market Street  
**CITY:** Harrisburg  
**ZIP CODE:** 17126  
**CONTACT NAME:** Rita Herzog  
**CONTACT PHONE:** 717-783-4173  
**CONTACT EMAIL:** riherzog@pa.gov

### THE POSITION:

This is a professional library development position with the primary purpose advising libraries throughout the Commonwealth on the improvement and extension of library operations and assisting in the development 21st century library services with specific emphasis on children, young adults and school library services.

### DESCRIPTION OF WORK:

#### Statewide Library Leadership

Provide leadership for the development of programs and services for children and teens

ages eight through eighteen and the librarians who serve them in school and public libraries.

Provide advice and technical assistance to school library personnel, classroom teachers, and administrators on the best practices in school library program management, organization, materials selection, information and digital literacies, scheduling, and other related matters.

Respond to general requests for assistance in initiating new services and programs or evaluating existing services and programs.

Help to convey statutes and regulations related to libraries, especially provisions of the Pennsylvania Public Library Code, Public School Code (as it relates to school libraries), the Pennsylvania Code's public library and academic standards and assessments, and guidelines promulgated by the Governor's Advisory Council on Library Development.

Work closely with other Bureau of Library Development Advisors on the integration of children and young adult services in other projects and programs where appropriate.

Work with the school and public library communities and coordinate activities to provide information, professional development, and best practices when serving tween and teen populations.

### **Program Development and Management**

Serve as program liaison for assigned Library Services and Technology Act (LSTA) projects and/or other grant projects. Work with the LSTA Coordinator on all facets of grant processes including review of applications, risk assessment, monitoring of activities and oversight of budgets for assigned programs.

Develop and coordinate special programs and projects, including convening advisory committees, and related correspondence and administration of contracts as required.

Promote continuing education and professional development of those involved with public libraries through district meetings, participation in professional association activities and Office of Commonwealth Libraries-sponsored workshops and conferences.

Propose, develop, and/or facilitate informational programs, documents and continuing education/professional development programs related to all phases of school library programs.

### **District Library Center Advisor and County Liaison Role**

Serve as liaison to assigned District Library Centers and Systems. Provide advisory services to public libraries, and work closely with District Library Center administrators and consultant librarians. Participate in District Library Center annual service negotiations with member libraries. Visit districts and participate in district meetings as needed. Advise districts on structure, role, and effective use of District Advisory Councils.

Initiate and provide advice and counsel on library development to library staffs, library trustees and others in assigned public library districts, maintaining communication with District Library Center consultants, administrators, and system administrators in those districts.

Advise and assist libraries in the development and implementation of district and county plans for library service. Review, advise, and approve county coordination plans for the receipt of County Coordination Aid. Promote the development of county library systems, as appropriate.

### **Statewide Policy Development**

Participate in Office of Commonwealth Libraries' committees that plan for and recommend policy to the Bureau of Library Development Director and/or the Commissioner for Libraries. Regularly participate in internal meetings to discuss statewide plans and policies for library development in all types of libraries, as well as cooperation among libraries.

Coordinate preparation of the Pennsylvania School Library Guidelines every three to five years.

### **Outreach and External Relationship Development**

Facilitate cooperation among public, academic and school libraries.

Serve as the ACT 48 coordinator for the Office of Commonwealth Libraries, including application preparation and submission, and inputting of ACT 48 credits.

Work with the Bureau of School Leadership and Teacher Quality to maintain current standards for school library professional education programs.

Meet regularly with the Office of Elementary and Secondary on current standards and other initiatives that may affect libraries, children, and teens, as well as families and educators who work with them.

Maintain regular contact with advisors throughout PDE, including those in the Bureau of Curriculum, Assessment and Instruction, Bureau of Special Education and Bureau of Career and Technical Education in the Office of Elementary and Secondary Education.

Serve as primary contact with other Pennsylvania organizations that share the mission and goals related to the advancement of public library services, especially in youth services.

Engage with relevant state and national organizations such as the Pennsylvania Library Association, the Pennsylvania School Librarians Association, and the American Library Association and their associated units to keep up-to-date on relevant topics.

Maintain contact with local, state, regional, and national professional organizations via electronic networking, or attendance at conferences or workshops related to library programs and practices.

Promote constructive relationships among the Office of Commonwealth Libraries, the field, and local officials by sharing information about new research, emerging technologies, and current topics of interest, and through presentations at meetings as well as coordinating and assisting with exhibits.

Perform related work as required.

### **Essential Functions**

1. Communicates verbally and in writing.

2. Uses proficiently technology, software, and office equipment.
3. Advises on Pennsylvania's Public Library Code, Public School Code, regulations, policies and guidelines.
4. Plans, develops, coordinates, reviews and monitors special project grants.
5. Facilitates, plans, conducts & participates in professional development activities, public appearances and speaking opportunities.
6. Serves as liaison with school and local libraries and the community at-large.
7. Advises and consults on library development and related issues.
8. Collects, reviews and analyzes data.
9. Travels as required

### **REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:**

- Must meet [PA residency requirement](#) – For more information on ways to meet PA residency requirements, follow the [link](#) and click on Residency
- **Minimum Experience and Training Requirements:** Four years of professional experience in public or state library development work and a Master's Degree in Library Science or Library Services; or five years of professional library experience in public, college, university or institutional library work and a Master's Degree in Library Science or Library Services. Graduate coursework in Library Science or Library Services beyond the Master's Degree may be substituted for professional library experience on a year for year basis.
- Based on your answers to the supplemental application questions regarding education, you may be instructed to upload a copy of your college transcripts to your application
- A resume needs to be submitted with your application. You may upload your document as an Attachment during the application process. You must still complete the application and answer the supplemental questions.
- Must be able to perform essential job functions

**Veterans:** Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences for veterans, go to [www.employment.pa.gov/Additional%20Info/Pages/default.aspx](http://www.employment.pa.gov/Additional%20Info/Pages/default.aspx) and click the Veterans' Preference tab or contact us at [ra-cs-vetpreference@pa.gov](mailto:ra-cs-vetpreference@pa.gov).

### **EXAMINATION INFORMATION**

- **Score valid for this specific posting only**
- Score based on information reported on application and supplemental questions
- Provide complete and accurate information or:
  - score may be lower than deserved
  - application processing may be delayed
  - disqualification may result
- May only test once under this announcement
- Email notice of test results provided

**Further information on testing, assistance for persons with disabilities, veterans' preference, and other items can be obtained from:**

Harrisburg: 2nd Level, Strawberry Sq. Complex, 320 Market St., P.O. Box 569, Hbg., 17108-0569;

Telephone (717) 783-3058

Philadelphia: 110 North 8th St., Suite 503, Phila., 19107

Pittsburgh: 411 Seventh Ave., Room 410, Pgh., 15219

Telecommunications Relay Service (TRS): 711 (hearing and speech disabilities or other individuals)

Internet: <https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx>

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.employment.pa.gov>

Position #2019-51834  
LIBRARY DEVELOPMENT ADVISOR  
SC

OUR OFFICE IS LOCATED AT:

613 North Street  
Harrisburg, PA 17120

[jobs@pa.gov](mailto:jobs@pa.gov)

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