

Tennessee Secretary of State

Tre Hargett



Division of Human Resources & Organizational Development
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Public Library Training Assistant **Tennessee Department of State** **Tennessee State Library and Archives**

Mission: The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

Supervisor: Director of Planning and Development

Summary: This part-time position works on the roll out logistics and marketing for a series of training modules for public library staff.

This is a part-time, grant-funded, term position. Staff who accept a term position are not guaranteed employment for the entire period and there are no guarantees of continued employment when the term ends. If funds are exhausted or the appointment to the position is not extended, the position is not eligible for severance pay.

The grant is funded for the period of Sept. 1, 2021 – Aug. 31, 2022. Funding is provided by the Institute for Library and Museum Services (ILMS).

Salary: \$20/hour.

Duties/Responsibilities

- Develop and implement a roll out plan for the public library staff training modules, including:
 - Sample emails to send to public library directors, staff, board members, and the library listserv
 - Create and follow a timeline of activity for when the modules will be available for use.
- Field inquiries by phone and email from local librarians regarding the modules.
- Create how to documentation and walkthroughs including how to access the training and what is included.
- Create talking tips for public library directors to assist in talking with their staff about the training, as well as helping directors to determine what training their staff needs.
- Create a tracking mechanism for potential internal and external use for administrators and users to keep track of the training they have completed.
- Creating an evaluation mechanism to determine the effectiveness of the training and to identify potential training topic additions.
- Perform other duties as assigned.

Timeline of Deliverables

September 30, 2021 Sample emails for general dissemination are submitted.

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| October 31, 2021 | How-to documentation and walkthroughs are submitted. Monthly calendar of module focus webinars is developed. |
| November 30, 2021 | Training modules released for use. Tracking mechanism is submitted. Certificate of completion created. |
| December 31, 2021 | Talking tips for public library directors are submitted. PowerPoint presentation for regional staff to share with library administration and boards is submitted. Standardized reporting system for participation submitted and testing begun. |
| January 31, 2022 | Develop agenda for monthly round tables for new public library staff orientation to the competency program. Sample press release for when entire library staff completes training is submitted. |
| February 28, 2022 | Evaluation mechanism is submitted. |
| March 31, 2022 | Reporting system testing completed, and changes made where applicable. |
| May 31, 2022 | Review of existing competencies and evaluation results completed. Recommendations for changes/additions to competency modules submitted. |
| July 31, 2022 | Transition documentation/timeline to regional staff project submitted. |
| August 30, 2022 | Transition to region completed. |

Minimum Qualifications

Education and Experience:

- Bachelor's Degree or higher in information science or experience equivalent.
- Knowledge of public library administration

Knowledge and Abilities:

- Excellent grammar & spelling.
- Overall knowledge of general library practices.
- Organizational skills and the ability to multi-task.
- Ability to communicate clearly both in writing and orally.
- Tactful and professional manner in dealing with the public both in person and by telephone.
- Expert ability in using Microsoft Word and Excel.
- Facility with email and internet use.

Physical Requirements, Health Safety and Collections Security:

- Possess ability to simultaneously utilize telephone and computer system for extended periods.
- Possess ability to sit for long periods.
- Assist the organization to create a safe and healthy work environment by working safely with the equipment provided.
- Follow instructions given for health and safety purposes and immediately reporting any unsafe working practices or hazardous working conditions.
- Take necessary measures to protect property and records from loss, mutilation or theft.

To Apply: Email your cover letter and resume to the Division of Human Resources sos.hr@tn.gov. Please include the position you are applying for in the subject line.