

# Employment Opportunity

## Staff Learning Coordinator

### Full time

Central Services, St. Peters, MO

The St. Charles City-County Library is looking for a full time Staff Learning Coordinator who is committed to helping our employees become the best at what they do. If you enjoy teaching and believe in the power of the library to create community and change lives, then this could be the job for you.

The Staff Learning Coordinator provides system wide leadership for the identification, development, planning, delivery, and evaluation of training aimed at improving individual and organizational performance. This position works closely with staff members to identify training needs, develop and implement new training programs and instructional strategies related to public service, internal operations, and technical aspects of library positions. The Staff Learning Coordinator will assist in tracking training expenses, manage the training calendar and will compile, analyze and report on training data as required.

#### **Requirements:**

- Ability to create, facilitate and conduct instructor-lead and virtual training
- Strong written and verbal communication skills with ability to speak before groups
- Four or more years of directed related experience
- Experience in both core skills and technical skills training
- Previous experience working in a public library or similar setting preferred
- Bachelor's degree in communications, education or a related field
- Master's in Library Science from an ALA-accredited program strongly preferred

**Schedule:** Full time Monday through Friday, with some flexibility needed for occasional evening and weekend classes.

We offer a full benefit package which includes medical, dental, and vision insurance, life & disability insurance, defined life-time benefit pension plan, deferred compensation (457) plan with employer contribution, Flexible Spending Account (FSA), and a generous amount of paid time off. Starting rate \$26.55 per hour/\$55,224 annually.

For consideration, submit a cover letter and updated resume to [jobs@stchlibrary.org](mailto:jobs@stchlibrary.org) by the priority deadline of **Monday, March 11, 2024**. Application materials will be accepted until the position is filled or an acceptable number of qualified candidates have been received.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

3/1/24-3/11/24

**Please see the following job description for more information.**

**Description Number:** 194  
**Position Title:** Staff Learning Coordinator  
**Salary Grade:** 19  
**FLSA Classification:** Exempt  
**Reports To:** Chief Administrative Officer  
**Revision Date:** 11/18/2022

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### **Position Summary**

Under the direct supervision of the Chief Administrative Officer, the Staff Learning Coordinator provides system wide leadership for the identification, development, planning, delivery, and evaluation of training, aimed at improving individual and organizational performance. Works with other staff members in the development and implementation of new training programs related to public service, internal operations, and technical aspects of library positions.

### **Essential Functions**

1. Oversee and manage all employee training programs and training calendar.
2. Work with managers to identify training needs and develop training strategies.
3. Manage development, implementation, communication, and promotion of library staff training programs specific to library operations or the technical aspects within the job classification.
4. Coordinate and manage attendance at external training programs or conferences.
5. Create learning environments that are conducive to a variety of learning styles: instructor-led, electronic/web-based, or multimedia formats.
6. Develop training materials, such as, training handbooks, job aids, models, multimedia visual aids, computer and web-based tutorials, and standard operating procedures.
7. Audit and evaluate staff produced and vendor produced training classes to assess overall value and effectiveness and make changes as needed based on the Library's goals.
8. Mentor library employees to become more engaging trainers.
9. Stay current on the latest developments in training and development topics and formats.
10. Lead or participate in special project teams focused on system wide goals and programs.
11. Manage and serve as administrator and/or vendor liaison for various learning platforms.
12. Assist in tracking training expenses.
13. Develop and maintain procedures and systems that support staff training.
14. Establish and foster relationships with library staff to determine needs and solutions.

### **Duties**

1. Manage Library University, a collection of internal training programs for all staff, as well as other training programs for the Library.
2. Responsible for planning and execution of Staff Development Day.
3. Participate in the development and planning of new employee orientation sessions.
4. Understand various learning styles and foster a positive learning environment for all students.
5. Design and update instructional materials and user documentation so they meet desired learning goals.
6. Serve as a general resource for questions related to training programs.
7. Perform administrative duties related to maintenance of organizational training records.
8. Offer live training opportunities at various times and days of the week and provide a variety of on-demand opportunities.
9. Work cooperatively with all Library staff in planning, developing, and deploying training programs to support new services.

10. Promote staff learning opportunities to relevant audiences among the district staff.
11. Maintain an archive of on-demand learning opportunities that include staff-produced webinars and those offered by outside vendors.
12. Build and maintain professional relationships with other public libraries and related organizations for the purpose of discovering and sharing best practices.
13. Compile, analyze, and report on training data as required.
14. Lead and/or attend meetings of District staff and project teams as required.

### **Skills**

1. Skill and ability to facilitate and conduct instructor-led and/or virtual training.
2. Ability to use a variety of approaches to accommodate various learning styles.
3. Strong written and verbal communication skills including public speaking and presentation skills.
4. Ability to interact pleasantly and positively with staff and work effectively as part of a team.
5. Strong time management and organizational skills with the ability to multi-task and reprioritize in a rapidly changing environment.
6. Must be able to work well under pressure and maintain a professional attitude.
7. Proficiency with Microsoft Office suite, Google tools, and other general office software
8. Ability to use or quickly learn Integrated Library System software, Learning Management System software, and video and audio editing software.
9. Strong technology skills, including the ability to learn and train others on new and changing technologies.
10. Ability to complete work independently, seeking advice on more complex issues.

### **Essential Physical Abilities** - Accomplished with or without reasonable accommodation.

1. Sufficient personal mobility to work at various locations within the Library.
2. Sufficient clarity of speech and hearing to communicate well with employees and customers.
3. Sufficient vision to produce and review a variety of training materials, written correspondence, reports, and related materials in electronic and hard copy form.
4. Sufficient ability to lift and move training materials and equipment weighing up to 30 pounds and re-arrange classroom furniture.
5. Ability to sit or stand for extended periods of time.

### **Education and Experience**

1. Bachelor's degree in communication, education or a related field. Master's in Library Science from an ALA-accredited program strongly preferred.
2. Four or more years of directly related experience.
3. Experience working in a public library is preferred.
4. Extensive experience in core skills training with emphasis in customer service.
5. Extensive experience in technical skills training with emphasis on software

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.