

PUBLIC SERVICE DIRECTOR (Full time) – Main Library

Class: L3
Status: Exempt

The Boone County Public Library is seeking a dynamic Public Service Director to be a part of a creative and collaborative team. Under the general direction of the Executive Director, the Public Service Director is responsible for strategic planning, coordination and evaluation of public services for the library system, and supervision of the Branch Managers. The Public Service Director interacts extensively with the public and other staff members.

RESPONSIBILITIES

- Participates in strategic planning and in developing new policies, programs, services and partnerships in response to customer interest for the library system.
- Supervise the Branch Managers and the overall delivery of public services at the branches which include regular visits to library locations.
- Assists with the preparation and implementation of budget expenditures for the effective fiscal management of the branches.
- Designs and analyzes key metrics from across the system and creates monthly reports with data visualization software.
- Plan, coordinate and provide training for all public service staff, develop manuals and other supporting documentation.
- Serves as Record Retention Officer for the System.
- Participates in the personnel process, including hiring, supervision and performance management/development.
- Responds verbally or in writing to customer suggestions, inquiries and concerns for the system.
- Participates as a member of the System Management Team and in monthly library board meetings.
- Write and administer grants
- Manages public service operations in the absence of the Branch Manager.
- Provide direct customer assistance through reference, readers' advisory services and circulation as needed.
- Perform related duties as assigned

EDUCATION AND EXPERIENCE REQUIREMENTS

MLS from an accredited library school or related Master's Degree in a related discipline.

5 years progressively more responsible professional library experience including leadership and strategic planning **OR**

Equivalent combination of education, training, and work experience that will provide the required knowledge, skills and abilities

Must qualify for library certification from the state of Kentucky

SKILLS AND ABILITIES:

Thorough knowledge of library principles and practices; awareness of current library trends and developments

Must qualify and maintain Kentucky Department of Library and Archives (KDLA) certification requirements

Ability to interpret community interests, concerns and needs and to assist in developing appropriate library services and collections

Project Management skills which include development, oversight and completion.

Ability to apply effective principles of leadership and management to maximize employee potential

Ability to establish and maintain effective working relationships with other employees and the public

Ability to set priorities and work independently

Ability to communicate effectively verbally and in writing; strong presentation skills

Travel among library branches and events as needed

Proficiency with technology, Microsoft Office, Google Suite, Internet, email, and various software programs

Light to medium work [lifting, pushing or pulling 20-50 lb. maximum]

Movement throughout the facility locating/retrieving materials and assisting users

Reaching, bending, kneeling and crouching to retrieve and replace library materials

Handling and manipulating library materials; fingering pages, cards, forms, etc.

Operating computer and audiovisual equipment

Visual acuity sufficient to identify materials on shelving up to 90 inches in height and to read primarily typed or printed text in a variety of type size

Compensation

Starting at \$24.80 per hour, commensurate with experience, plus an excellent benefits package including vacation and sick days and participation in the County Employees Retirement System.

Deadline for Applications:

Position will remain open until filled.

If you have the qualifications for this position, send job application, cover letter with salary requirements and resume to:

Human Resources Manager

Boone County Public Library

1786 Burlington Pike

Burlington, KY 41005

jobs@bcpl.org

fax 859-689-0410