

## **Grant and Data Analyst Main Library**

**Class:** LP3/L3  
**Status:** Exempt

The Boone County Public Library is looking for a motivated individual with a positive attitude for the position of Grant and Data Analyst. Under the general direction of the Executive Director, the Grant and Data Analyst is responsible for supporting the Library's mission by leveraging data-driven insights and securing grants to enhance library services and programs.

### **As a Grant and Data Analyst, a typical day may include the following...**

- ✓ Collect, organize, and analyze library data to identify trends, patterns, and areas for improvement.
- ✓ Develop and maintain data dashboards and reports to track key performance indicators and outcomes.
- ✓ Collaborate with library staff to assess the effectiveness of library programs and services.
- ✓ Provide data-driven recommendations to library leadership for strategic planning and resources allocation.
- ✓ Prepares and presents reports and statistical analyses on progress toward goals and objectives using benchmarks and statistics.
- ✓ Research grant opportunities from government agencies, foundations, and other funding sources aligned with library priorities.
- ✓ Prepare grant proposals, applications, and budgets in collaboration with library staff and stakeholders.
- ✓ Manage the grant application process, including deadlines, submissions, and follow-ups.
- ✓ Ensure compliance with grant requirements, reporting deadlines, and financial regulations.
- ✓ Maintain accurate records of grant activities, expenditures, and outcomes.
- ✓ Cultivate relationships with external partners, funders, and community organizations to support grant-seeking efforts.
- ✓ Collaborate with library departments to align grant funding with strategic goals and initiatives.
- ✓ Communicate effectively with stakeholders to provide updates on grant activities, outcomes, and impact.
- ✓ Participate as a member of the Management team
- ✓ Provides excellent customer service both internal and external, maintains a courteous, positive image of the library, and maintains confidentiality when interacting with patrons, vendors and staff.
- ✓ Perform related duties as assigned

### **This job maybe a good fit for you if you have...**

LP3: Bachelor's degree in Library Science, Information Science, Data Analytics, Public Administration, or a related discipline. Master's degree preferred.

or

L3: Master's degree in Library Science, Information Science, Data Analytics, Public Administration, or a related discipline. Master's degree preferred.

And 5 years progressively more responsible library experience including supervision OR *equivalent combination of education, training, and work experience that will provide the required knowledge, skills and abilities.*

## **SKILLS AND ABILITIES**

Must qualify and maintain Kentucky Department for Libraries and Archives (KDLA) certification requirements  
Currency and knowledge of trends, issues, best practices, and methods in data analysis, grant writing, and library services as well as emerging technologies

Strong analytical, data analysis, and problem-solving skills

Demonstrated success in grant writing, management, and reporting

Strong research, writing and communication skills

Proficiency in data visualization tools, database management systems, and statistical analysis software

Excellent organizational and time management skills with attention to detail and ability to manage multiple projects simultaneously

Demonstrated ability to work independently and collaboratively

Ability to plan, organize and manage library projects

Ability to learn and adapt to new software and equipment technologies

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

Skilled in oral and written communications, group presentations, and in representing and interpreting policy issues, goals and objectives to staff and the general public

Strong Microsoft Office skills required; demonstrated experience in creating and managing databases, spreadsheets and other tools. Ability to adapt to a variety of computer applications

Knowledge of library operations, services, and trends is desirable

## **PHYSICAL DEMANDS**

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

Movement throughout the facility locating/retrieving materials and assisting users 4 to 8 hours a day

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

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

Operating computer and other office 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

## **What we have to offer...**

Salary starts at \$60,112 and will commensurate with education and experience. Excellent benefits package, which includes healthcare, dental and vision coverage at no cost to employee, including a generous time off policy and participation in the County Employees Retirement System.

## **If you have what we're looking for in this position, send cover letter with salary requirements, job application and resume to:**

Human Resources Director

Boone County Public Library

1786 Burlington Pike

Burlington, KY 41005

[jobs@bcpl.org](mailto:jobs@bcpl.org)

Fax 859-689-0410

**Position will remain open until filled.**