

COMMUNITY EVENTS LIAISON(LP)
Full time position available at the Main Library

Boone County Public Library is seeking a motivated individual with a positive attitude for the position of a full time Community Events Liaison at the Main Library in Burlington, KY. Under the general direction of the Public Services Director, the Community Events Liaison is responsible for the planning, promoting, implementation and evaluation of events and performances at the Main Library and other locations. This position is also responsible providing library services to all ages. The Community Events Liaison interacts extensively with the public and other staff members.

As a Community Events Liaison, a typical day may include the following...

- Plan, promote, implement and evaluate adult/community programs, exhibits and events at all locations for the system
 - Coordinate and maintain The Curt Bessette Art Gallery
 - Establish and maintain relationships with local civic, cultural and educational organizations for the purpose of promoting library programs and encouraging community partnerships
 - Work with library administration to develop, implement, and evaluate program, event, and exhibit policies and procedures
 - Work closely with other library departments and other locations regarding planning, promotion, and support for adult programs
 - Support the creation and distribution of publicity and program materials
 - Maintain budget accounts for adult programs; calculate expenditures, and balances
 - Prepare reports and compile statistics reflecting community programs
- Perform related duties as assigned

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

Undergraduate degree in a related discipline, 2 to 5 years progressively more responsible related work experience.

Or

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

Combination of education, training, and work experience that will provide the required knowledge, skills and abilities will be considered.

Knowledge, Skills and Abilities

Thorough knowledge of library principles and practices

Thorough understanding of current library issues, theories and trends

Awareness of current social and cultural topics and trends

Broad knowledge and appreciation of the performing and visual arts

Demonstrated ability to organize public programs, events, and exhibits

Ability to interpret community interests, concerns and needs and to develop appropriate library programs

Ability to establish and maintain effective working relationships within the library and in the local community

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Ability to work independently, set priorities, and manage multiple projects

Ability to effectively lead teams and chair committees

Excellent interpersonal and communication skills; strong writing and presentation skills

Proficiency with Windows-based PC's, Microsoft Office products, Web searching, email, and related products and procedures

Light to medium work [lifting, pushing or pulling 20-50 lb. Maximum] chairs, tables, etc.

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

Movement throughout the facility locating/retrieving materials

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

Operating computer and audiovisual equipment

Visual acuity sufficient to read primarily typed or printed text in a variety of font sizes and styles

What we can offer...

Starting at \$18.90 per hour, commensurate with qualifications: includes excellent benefits package, which includes Healthcare, Dental and Vision coverage at no cost to employee, and participation in the County Employees Retirement System. Also, a tuition reimbursement program.

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

Human Resources Manager
Boone County Public Library
1786 Burlington Pike
Burlington, KY 41005

jobs@bcpl.org

Fax 859-689-0410

Position will remain open until filled.