

LOCAL HISTORY DIRECTOR

Full time position at the Main Library

Class: L3/LP3
Status: Exempt

Boone County Public Library is seeking a motivated individual with a positive attitude for the position of Local History Director. Under the general direction of the Executive Director, the Local History Director is responsible for the development and maintenance of local history collections for the sustained preservation of Boone County history. The Local History Director also initiates, develops and directs system-wide local history and genealogy services which meet community needs, such as the BCPL Borderlands Archive and History Center, and database creation. The Local History Director interacts extensively with the public and other staff members.

As a Local History Director, a typical day may include the following...

- Coordinate development, implementation, and evaluation of system-wide local history and genealogy services including, but not limited to: reference and research; outreach and programming; and written articles and related products which meet community needs.
- Coordinate development of local content as it relates to Boone County and its surrounding areas in multiple formats.
- Develop and maintain department goals and budget, objectives and activities to support BCPL's Strategic Plan.
- Develop and maintain leadership roles within public library and history associations on all levels including: local, regional, state and national.
- Act as consultant to partner agencies and organizations to provide professional support as it relates to best practices and guidelines for local history content development and preservation.
- Identify and apply for appropriate grants and manage subsequent projects.
- Establish and maintain community collaborations between department and local, regional, and state-wide partners, encouraging community relationships, for the purpose of promoting local history resources and programs.
- Participate in the personnel process for local history staff including hiring, supervision and performance management.
- Prepare reports and compile statistics reflecting local history activity
- Work collaboratively with administration, managers and team members and serve as a member of the System Management Team.
- Perform related duties as assigned

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

MLS from an accredited library school or a Master's Degree in a related field (Public History, etc)
5 years progressively more responsible professional library experience including supervision
Or equivalent combination of education, training, and work experience that will provide the required knowledge, skills and abilities

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OTHER REQUIREMENTS

Thorough knowledge of library principles and practices

Thorough understanding of current library issues, theories and trends

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

Thorough knowledge of standard resources and practices related to local history and genealogy

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

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

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

Excellent interpersonal and communication skills; strong writing and presentation skills

Ability to effectively lead teams and chair committees

Familiarity with information technologies and their application in libraries

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

PHYSICAL DEMANDS

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

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

Movement throughout the facility locating/retrieving materials and assisting users for 4-8 hour shifts

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 sizes

What we have to offer...

Starting at \$60,112 annually, salary commensurate with education/experience, includes excellent benefits package, which includes Medical, Dental and Vision coverage at no cost to the employee, and participation in the County Employees Retirement System as well as 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 Director
Boone County Public Library
1786 Burlington Pike
Burlington, KY 41005
E-mail: jobs@bcpl.org
Fax 859-689-0410