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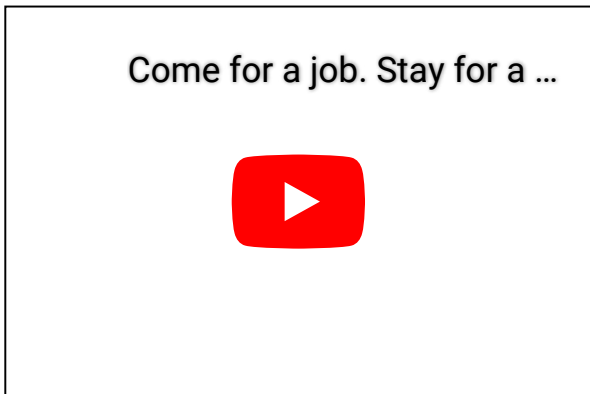
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Advertisement Closes	7/21/2024 (8:00 PM EDT)
24-04020	Library Administrator Regional-KDLA
Pay Grade	15
Salary	\$3,733.60 Monthly
Employment Type	EXECUTIVE BRANCH FULL TIME INELIGIBLE FOR OVERTIME PAY 18A 37.5 HR/WK

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Hiring Agency	Education & Labor Cabinet Department for Libraries and Archives
Location	Location Varies, USA

Bell, Breathitt, Clay, Estill, Floyd, Harlan, Jackson, Johnson, Knott, Knox, Laurel, Lee, Leslie, Letcher, Madison, Magoffin, Martin, Morgan, Owsley, Perry, Pike, Powell, Whitley, and Wolfe Counties

Description The Education and Labor Cabinet’s mission is to educate, prepare, train, and ensure the safety of Kentucky’s current and future workforces. Our goal is to create and make continuous improvements to an

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- This position works directly with public library staff and trustees at the local level to promote library development throughout one of four regions in Kentucky.
- Through site visits, attendance at board meetings and meetings for specific groups of librarians (i.e. directors, youth services, bookmobile/outreach, etc.), this position will provide assistance in a number of essential areas, including technology, marketing, strategic planning, grant opportunities, state and federal legislation, facilities construction, selection and hiring of library directors and staff, budget preparation, policy and procedure development, and community relations.
- The position provides training and orientation for library staff and directors.
- This position will work in collaboration with library directors to analyze the services the library currently provides and identify areas for improvement for libraries within the geographical region.
- Performs other duties as assigned.

Skills and Expectations include, but are not limited to:

- Experience and knowledge of library services and systems.
- A passion for information literacy.
- A dedication to quality customer service is highly preferred.

The Education and Labor Cabinet (ELC) participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the United States. EWDC will only use E-Verify once you have accepted a job offer and completed the Form I-9.

For more information on E-Verify, or if you believe that ELC has violated its E-Verify responsibilities, please contact the Department of Homeland Security (DHS) at 999-897-7781 or <https://www.e-verify.gov/>.

Minimum Requirements **EDUCATION:** Graduate of a college or university with a master's degree in Library Science.

EXPERIENCE, TRAINING, OR SKILLS: Two years of professional library experience.

Substitute EDUCATION for EXPERIENCE: NONE

Substitute EXPERIENCE for EDUCATION: NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.): NONE

Working Conditions Typical work setting is an office/library.

Probationary Period This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

If you have questions about this advertisement, please contact Nikole Gieske at nikole.gieske@ky.gov.

An Equal Opportunity Employer M/F/D