

Kentucky Department for Libraries & Archives

Job Title:

Library Administrator Regional - KDLA: 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 strategic planning, state and federal legislation, facilities construction, selection and hiring of library directors and staff, budget preparation, policy and procedure development, and community relations. 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 and will perform other duties as assigned. The successful candidate for this position will have experience and knowledge of library services and systems. A passion for information literacy and a dedication to quality customer service is highly preferred.

This position can be located in any of the following counties in the **Central Region:** Adair, Allen, Anderson, Barren, Boyle, Casey, Clinton, Cumberland, Fayette, Garrard, Green, Hardin, Hart, Jessamine, Larue, Lincoln, Marion, McCreary, Meade, Mercer, Metcalfe, Monroe, Nelson, Pulaski, Russell, Spencer, Taylor, Washington, Wayne, and Woodford.

Type of Position: Full-time

Salary: \$3,230.84 monthly at 37.5 hour work week

Benefits: State benefits

Qualifications/Experience:

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

EXPERIENCE: Two years of professional library experience, or requisite skills. The experience, training, or skills requirement cannot be met with only requisite skills.

Application Procedure:

Complete an application and apply online at

<https://kypersonnelcabinet.csod.com/ats/careersite/JobDetails.aspx?id=4904>

Application Deadline:

1-20-19

Contact Person:

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