



**Job Title:** Community Connections Librarian

**Reports to:** Assistant Library Director

**Job Description:** The Community Connections Librarian is responsible for providing leadership, organization, and vision to the Community Connections Team including planning, developing and coordinating the daily operations. The Community Connections Librarian is responsible for developing and maintaining partnerships within the community that serve the mission of the library and extend it beyond the walls of the library. This position oversees Adult Programming and Outreach, their employees, and the corresponding budgets. In collaboration with other Library departments, the person in this position develops long term relationships within the community, coordinates on and off-site programs and services, and is the manager for special community projects or events. The Community Connections Librarian is responsible for working with other managers to serve the mission of the library and the needs of library patrons of all ages, wherever the need exists.

**Responsibilities include, but are not limited to:**

- Develop strategies to make library services visible and valuable to the community by implementing mutually beneficial initiatives and activities to promote and deliver library services, resources, and programs.
- Create and carry out partnerships and programs that connect ideas, information, and cultural opportunities with the community in specialized ways that support and strengthen a community of life-long learners and library users.
- Represent the library at various community meetings, boards, and committees, to effectively engage the community in areas that speak to the library's mission, vision, and goals.
- Seek to infuse a love of the Library across the community, with particular focus on listening to community members and helping to create thoughtful responses
- Develop unique and effective ways to bring the library to customers including delivery of library materials, information, and targeted programs to daycares, schools, adult daycares, residential living facilities, and partner organizations.
- Represent Community Connections as part of the Library management team by effectively communicating and advocating for the department. Ensure clear communication, coordination and planning with other managers and staff when needed.
- Manage the Community Connections staff, including hiring, training, monitoring, supporting, and reviewing in accordance with library standards and procedures
- Identify budget needs of the department, preparing budget requests, effectively communicating budget needs to library administration

**Additional Information:** Full time (40 hours weekly); must acquire and maintain State of Kentucky Library

Certification; may require day, evening, and weekend hours to meet programming and service needs. Must possess excellent written and verbal communication skills; ability to interact in a pleasant and effective manner with a diverse community; ability to adapt to a dynamic, busy, and occasionally stressful work environment. Requires knowledge and understanding of library principles and practices. Requires ability to push, pull, and move books, supplies, and equipment by hand and by cart. Must successfully complete a background check.

**Qualifications (Education, Skills, Training):** MLS preferred; combination of education and work experience that provides the necessary skills required; demonstrated experience in providing library services in a community, educational, or comparable setting; demonstrated knowledge and understanding of public library principles. Requires willingness and ability to safely drive library vehicles; requires a current, valid driver's license and a good driving record. A highly successful candidate will possess a positive attitude, strong interpersonal skills, cultural sensitivity, a sense of humor, and joy in working with the community.

**Compensation and Benefits:** *Base salary \$20.78/hour. Benefits include Health insurance; Personal Leave and Holiday Leave; Life insurance; TIAA-CREF retirement plan (matched by Library) after one year of employment; Optional insurances (paid for through employee payroll deduction) include Dental, Vision, Long-Term Disability, and Accident/Critical Illness; Additional Supplemental Retirement plan option (unmatched by Library); Optional Flexible Spending Plan for unreimbursed medical expenses.*

The Boyle County Public Library is an equal opportunity employer and is committed to creating an inclusive environment for all employees.

**How to Apply:** Email resume, cover letter, and 3 references to [jobs@boylepublib.org](mailto:jobs@boylepublib.org). Application deadline is 5pm Friday, September 2, 2022. Please enter "Community Connections Application" in the subject line.

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