



## **Bullitt County Public Library Outreach and Programming Supervisor**

**Department:** Outreach and Programming  
**Reports to:** Assistant Director

### **NATURE OF WORK**

This position provides management and oversight of the library's outreach and programming at all library branches and at various sites in the community. The supervisor is responsible for promoting the library system to the community in a favorable manner and must consult with library administration, the library board of trustees, library staff and members of the community. Responsibilities include developing, motivating and evaluating the department's staff; handling employee and patron issues within library defined policy and procedure, with assistance from library administration, as needed; and maintaining accurate records used to create timely evaluations of the effectiveness of the library's outreach and programming efforts. The desired outcome for the library is a robust service response to the needs of children, teens and adults in the county.

### **ESSENTIAL POSITION FUNCTIONS**

- Collaborates with the library staff to plan programs and outreach with consistently high quality at all library locations
- Collaborates with the library's Public Relations Coordinator to prepare marketing materials for outreach and programming services, as well as assessment instruments for evaluating those services
- Assists with budget preparation, strategic planning and goal setting as a member of the management team
- Builds and maintains partnerships and collaborations in all areas of the county and with a wide range of organizations and service providers
- Reviews library policy and uses independent judgment within procedural boundaries in order to manage daily operations of the department
- Manages staff, participates in hiring, creates work schedules, communicates clear performance expectations and conducts performance reviews. Develops and monitors work improvement plans as needed. Handles employee relations issues with assistance from library administration. Ensures proper certification for employees working in the department through the Kentucky Department of Libraries and Archives
- Recruits and supervises library volunteers
- Monitors trends and innovations in the field of public librarianship, including technology, by participating in related conferences and by completing continuing education. Applies knowledge of trends and innovations to the library's service response, if applicable
- Uses office technology to gather and analyze operational data; effectively disseminates



- analysis results to the library management team and the library's board of trustees
- Seeks grants for funding library programs, as appropriate; administers and maintains grant reports as required
- Is willing to perform other duties as necessary

## **JOB REQUIREMENTS**

- Valid driver's license, proof of insurance and a safe driving record
- Reliable transportation
- Ability to work at all library locations, as well as the ability to travel to non-library sites within the county
- High school diploma or GED required; some preference may be given to those willing to work toward a college degree or Masters in Library Science
- Must be able to obtain the appropriate certification level through the Kentucky Department of Libraries and Archives

## **SKILLS AND CHARACTERISTICS**

- Knowledge of managerial policies, practices and controls related to management of a library department
- Knowledge of the library's collection, both physical and digital
- Ability to establish and maintain working relationships with coworkers, volunteers, community organizations and the general public
- Ability to set priorities and work with frequent interruptions
- Ability to understand and provide clear oral and written instructions
- Knowledge of the community's needs and interests
- Ability to adhere to safety policies, procedures and guidelines
- Ability to interpret and explain library policies, objectives and facilities to library staff and the public
- Ability to plan, organize, perform and evaluate work assignments with initiative and sound judgment, independently or with minimal supervision

## **PHYSICAL DEMANDS**

- Ability to stand, walk or sit from 26 to 50% of the time and climb, reach, bend, stoop, squat, kneel, crouch, push and pull up to 25% of the time
- Ability to lift objects up to 25 pounds and push book trucks up to 50 pounds

## **WORK ENVIRONMENT**

- Required to work indoors and outdoors in cold and heat
- Indoors, exposure to dust and mold



## **WORK DEVICES**

- Computers, including mobile devices
- Telephone system
- Photocopier
- Die-cutting machine
- Laminating machine
- Various equipment used as part of programming events

**Bullitt County Public Library is an AA, EEO and ADA employer**