



Name:	Department: Kentucky Historical Society
Job Title: Research Library Manager	Class Title: KHS Program Administrator II-KHS
Reports to: Director of Research & Publications	Division: Research & Publications
Organizational Level: Research & Publications/Library	Position Number: 31123921
Work Location: KY History Center & Museums	Position Type: Full-time; Exempt
	Hire Date:

Job Summary:

The Research Library Manager is responsible for leading the effective operations of the Kentucky Historical Society's Martin F. Schmidt Research Library, which includes specialized reference services, family history services, and public programs. This leadership position collaborates with KHS colleagues and visiting researchers to align library activities to support KHS priorities and annual program plans. The Research Library Manager serves as an integral member of the Research and Publications team and plays a key role in the advancement of the Kentucky Historical Society's mission, values, and strategic priorities.

In addition to managing the day-to-day operations of the library, including four full-time staff, this position keeps reference resources accessible by overseeing reference services, administering our genealogy and family history services, and playing a role in developing library collections. The KHS research library engages thousands of patrons and researchers each year through onsite visitation, outreach, public presentations, mail and email correspondence, phone inquiries, and online visitation. The Research Library Manager plays a pivotal role in establishing and implementing a vision to create a modern research environment that provides easy access to Kentucky's historical information.

Essential Duties and Responsibilities:

- Manages the day-to-day operations of KHS's Martin F. Schmidt Research Library, including the training, scheduling, and supervision of staff, interns, and volunteers involved in research services.
- Serves on the Research and Publications management team. Helps set team priorities and works to ensure good organizational communication.
- Oversees the conceptualization, development, implementation, and evaluation of services and programs that address patron needs on subjects including genealogy, primary sources, and local history.
- Ensures the research library staff are prepared to provide excellent service and continuously evaluates the overall patron research experience.
- Ensures the team follows established policies and procedures, modeling best practices for research library operations. Maintains a healthy and safe environment for staff and patrons.
- Monitors and evaluates the efficiency and effectiveness of the operations and makes appropriate adjustments. Establishes and reports metrics and statistics of the library's



operation.

- Provides financial stewardship of the library's activities, which includes working with agency leadership to establish a team budget, procure products and services, and meet revenue projections.
- Ensures the upkeep of the library's digital assets, including hardware, software, and subscription services.
- Proactively seeks new collecting opportunities to enhance KHS library collection. Monitors collections development needs based on patron usage and current trends.
- Supervises the KHS Genealogy Librarian to implement genealogy and family history programs, including *Kentucky Ancestors Online*, genealogy-related social media, public programs, and more.

Qualifications:

Education/Experience: Seeking a well-rounded professional with experience managing a library or library system. Minimum of three years' experience in a library and a Master's degree in Library and Information Science from an ALA accredited program or another related field is required. Preference will be giving to candidates with a knowledge of history and genealogy. Candidate must possess excellent customer service and interpersonal skills and be comfortable speaking in front of groups large and small in both formal and informal settings. Attention to detail, accuracy, timeliness, and project management experience required. This position works Tuesday through Saturday, with some occasional evenings and some travel.

Computer Skills: Must be proficient in Microsoft Office, online databases, web publishing software, social media tools, and websites.

Working Conditions:

- *Work Environment* - Ability to organize files and projects and complete them on time. Must be able to manage multiple projects from concept to completion. Must be willing to work Saturdays, some evenings, and occasionally travel.

Direct Reports:

KHS Librarian

KHS Reference Services Librarian

KHS Librarian Technician

KHS Genealogy Librarian

Competencies/Behavior Dimensions:

- ***Passion for Kentucky history:*** Passion for the KHS mission and core values: service, discovery, excellence, authenticity, stewardship. Possess the ability to communicate this passion to others.
- ***Service Focus:*** We value our role in serving the public and work to ensure those services are exemplary.



- **Discovery:** We value dialogue, discussion, education, and scholarship. We value an organizational culture of discovery that inspires, engages, and motivates learners of all ages.
- **Excellence:** We value continuous improvement with the goal of excellence. To that end, we place a high value on adhering to and shaping professional standards.
- **Authenticity:** We value integrity, legitimacy, and the power of the authentic. We, therefore, value research, collections, and programs backed by fact.
- **Stewardship:** We understand that stewardship is all about what you do with your resources and how you do it. As a result, we value the proper stewardship of Kentucky's historical assets, of KHS financial and human resources, and of the KHS mission.
- **Be inclusive:** Give opportunity to the history of all people. Encourage them to share their history and make it broadly accessible
- **Be Innovative:** Create new ways to ignite the public's curiosity about history. Maximize the latest appropriate resources to implement them.
- **Be Bold:** Don't be afraid to address controversial issues. Don't be afraid to take risks to accomplish organizational goals.
- **Be Relevant:** Identify the issues that matter today. Demonstrate how history can play a key role in their resolution.
- **Embrace Diversity:** Commitment to inclusiveness and empowerment. Demonstrates respect, equity, and empathy for a diverse community.
- **Professional Development:** Actively participate in agency-approved internal and external professional development events, as needed or directed by the supervisor.
- **Be Intentional:** Develop a good, solid results-driven plan. Be diligent about successfully implementing it, continually re-evaluating it, and working to improve it.
- **Behave Ethically:** Understand ethical behavior and KHS Policies and Procedures, and ensure that our own behavior and the behavior of others is consistent with these standards.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the KHS.
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency, and risks and make clear decisions which are timely and in the best interests of the KHS.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations, and/or resolve the problem.