



Name:	Department: Kentucky Historical Society
Job Title: Head of Library and Archives	Class Title: KHS Program Administrator II-KHS
Reports to: Director of Research & Collections	Division: Research & Publications
Organizational Level: Research & Collections/Library	Position Number: 31123921
Hire Date:	Position Type: Full-time; Exempt

Job Summary:

The Head of Library and Archives works to fulfill the mission of the Kentucky Historical Society as well as to help their colleagues throughout the organization succeed. This position plays an integral part on the Research and Collections team. It is responsible for leading the operations of the Kentucky Historical Society's library and archives, which includes specialized reference and family history services and the digitization of library and archival collections. In addition to leading this important work, this position will collaborate with colleagues across the agency to develop programs, will administer our award-winning Kentucky Ancestors suite of services, and will play a key role in developing library and archival collections for the agency.

The KHS library and archives engages tens of thousands of patrons and researchers each year through onsite visitation, outreach and public presentations, mail and email correspondence, phone inquiries, and online visitation.

Essential Duties and Responsibilities:

- Leads a team of professional staff to operate KHS's library and archives, including training, scheduling, and supervising staff, interns, and volunteers involved in research services. Oversees the team that provides the following services:
 - Offsite reference requests, including mailed reference request orders, email, phone, and social media inquiries.
 - Rights and Reproductions services, including establishing cost estimates for patrons based on usage needs and arranging for delivery of high-resolution images or files. Assigns requests to staff.
 - Position also prioritizes the work of the processing and digitization of KHS archival and library collections, including oral history collections; ensures that KHS processing and digitization efforts are meeting national standards; and aligns KHS processing and digitization goals with patron needs and current trends.
 - Tracks the budget, funding needs, and database renewals for the Library and Archives team.
- Proactively seeks new collecting opportunities to enhance KHS library and archives collections. Monitors collections development needs based on patron usage and current trends.



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- Oversees the conceptualization, development, implementation, and evaluation of services and programs that address patron needs on subjects including genealogy, primary sources, and local history. Works collaboratively to ensure that the library and archives are used by other KHS teams for their own programs and services.
- Leads the Kentucky Ancestors suite of programs, including *Kentucky Ancestors Online*, the Kentucky Ancestors television show (which appears statewide on eight television networks), genealogy-related social media, and more. Supervises the KHS Genealogy Librarian to implement genealogy and family history programs.

Qualifications:

Education/Experience: Seeking an experienced senior manager with demonstrated relevant experience in effectively leading a library or an archive. Minimum of five years' experience in an archive or library and either a master's degree in Library and Information Science or another related field.

Specialized Knowledge: Subject knowledge of and familiarity with the fields of history, genealogy, and related areas of study required. Knowledge of Kentucky history desired.

Communication: Must demonstrate excellent people and presentation skills and be able to speak professionally with diverse groups of people in both formal and informal settings.

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 some evening, weekends, and occasionally travel.

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.



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- **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.

Direct Reports:

KHS Technical Services Librarian

KHS Librarian Technician – PT



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KHS Collections Specialist

KHS Archivist

KHS Digital Archivist

KHS Processing Specialist

KHS Genealogy Librarian