

**Kenton County Public Library**

**Executive Director  
Position Profile**

April 17, 2026

Kenton County, Kentucky

**Kenton County Public Library**  
**POSITION PROFILE**  
**Executive Director**

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**Kenton County Public Library**  
**Executive Director**  
**POSITION PROFILE**

**Position Summary**

The Kenton County Public Library Board of Trustees is seeking an experienced and collaborative leader to serve as the next Executive Director. The Executive Director serves as the chief executive officer of the Library and is responsible for the overall leadership, administration, strategic planning, and operations of the Library system.

The Executive Director works closely with the Board of Trustees, leadership team, staff, and community partners to ensure the Library continues to deliver high-quality services and remains responsive to the evolving needs of the community.

**About the Library**

The Kenton County Public Library (KCPL) serves the residents of Kenton County, Kentucky through four physical branch locations, an outreach branch, and a digital branch providing online services and programming. The Library provides traditional library services as well as extensive programming, community engagement, workforce and career services, and digital resources.

KCPL is recognized as a strong, innovative, and stable public library system with a supportive Board of Trustees, an experienced leadership team, and strong community partnerships. The Library operates with a focus on customer service, community impact, staff development, and organizational culture, and has benefited from consistent leadership in the Executive Director role, with only three Executive Directors over the past sixty years.

**Community Overview**

Kenton County is part of the Northern Kentucky/Cincinnati metropolitan region and represents a dynamic and diverse community across urban, suburban, and rural areas. The Library plays a significant role in education, workforce development, digital access, and community programming across the county.

The Library maintains strong partnerships with local government, schools, community organizations, and nonprofit organizations. The Library Foundation and Friends of the Library provide additional support for programs, facilities, and special initiatives, and the Executive Director serves as a key community leader representing the Library throughout the region.

**Library System Overview**

Annual Budget: Approximately \$18 million

Employees: Approximately 185

Locations: Covington, Erlanger, Independence, Latonia, and Administration Center

Branches: Four physical branches and an Outreach Branch and a Digital Branch

Governance: Board of Trustees

Supporting Organizations: The Library Foundation and Friends of the Library

## County Government Relationship

The Kenton County Public Library Board of Trustees is appointed by the Kenton County Judge/Executive, with approval of the Kenton County Fiscal Court, in accordance with Kentucky public library statutes. Trustees serve staggered four-year terms. The Library maintains a strong working relationship with Kenton County government and community partners.

## Board of Trustees

The Kenton County Public Library is governed by a five-member Board of Trustees responsible for establishing library policy, approving the annual budget, and overseeing the Executive Director. The Executive Director partners with the Board to establish strategic direction, implement policy, and ensure the long-term success of the Library, and serves as the primary liaison between the Board and Library staff.

The Board provides governance oversight, while the Executive Director is responsible for day-to-day administration and management. The Board and Executive Director work collaboratively on strategic planning, policy development, and long-term planning for the Library system.

The Board has historically maintained a collaborative and supportive working relationship with Library leadership.

## Organizational Structure

The Executive Director reports to the Board of Trustees and leads the Library's leadership team, including the Controller, Human Resources Director, Public Relations Director, Facilities Manager, Collections Department Manager, Career & Job Services Program Manager, Library Systems Manager, four branch managers, the Outreach Branch Manager, and the Digital Branch Manager.

## Leadership Team

The Executive Director works with a highly experienced leadership team, including administrative, branch, and department leaders responsible for major operational areas of the Library. These areas include Finance/Business Office, Human Resources, Public Relations, Facilities, Collections, Career and Job Services, Library Systems, Branch Services, Outreach Services, and Digital Services.

Leadership team members average approximately 15 years of service with the Library, with nine of the thirteen members averaging more than **20 years of service with the Library**. The remaining members are newer to the organization but bring extensive professional experience in their respective fields, including senior-level experience in human resources and public relations. This combination of long-term institutional knowledge and experienced professional leadership provides organizational stability while supporting new ideas and continued growth.

The Executive Director partners with the leadership team to support operations, strategic planning, and key organizational initiatives. The leadership team is instrumental in implementing strategic priorities, supporting staff development, and ensuring consistent operations across all library locations and services.

## **Strategic Priorities**

1. Ensuring high-quality public library services across all locations
2. Supporting staff development and a strong organizational culture
3. Expanding community partnerships and outreach services
4. Advancing facility improvements and long-term capital planning
5. Enhancing digital services and online access
6. Maintaining strong financial management and long-term sustainability
7. Supporting workforce development, local history and genealogy, and community programming initiatives, including health and wellness
8. Leadership development and succession planning
9. Evaluating organizational structure to support future growth

## **Leadership Expectations**

1. Provide organizational leadership and vision
2. Work effectively with the Board of Trustees
3. Lead and develop the Library's leadership team
4. Maintain a positive and productive organizational culture
5. Oversee budgeting, financial planning, and long-term sustainability
6. Represent the Library in community and with government and nonprofit partners
7. Support fundraising efforts and collaborate with the Library Foundation and Friends of the Library, including participation on both boards
8. Lead strategic planning and key organizational initiatives

## **Key Opportunities & Challenges**

1. Strengthening and sustaining a positive organizational culture
2. Continuing to expand innovative programs and services
3. Supporting leadership development and succession planning
4. Evaluating organizational structure to support operational efficiency and growth
5. Long-term facility and capital improvement planning
6. Maintaining strong financial stewardship and long-term budget planning
7. Expanding community partnerships and engagement
8. Advancing digital services and outreach
9. Recruiting and retaining staff in a competitive labor market
10. Balancing traditional library services with evolving community needs and expectations

## **Why This Position Is an Opportunity**

This is an opportunity to lead a strong and stable public library system with a supportive Board of Trustees, an experienced leadership team, and a strong community reputation. The Kenton County Public Library is financially stable, community-supported, and positioned for continued growth and innovation.

The next Executive Director will shape the Library's future organizational structure, advance strategic and innovative initiatives, support staff and leadership development, and guide the Library through the next phase of community impact and service expansion.

## Salary & Benefits

The annual salary range for this exempt position is \$122,400 to \$183,600, with placement based on qualifications and experience. The Library seeks to remain competitive and will consider placement within the range based on the selected candidate's experience, demonstrated leadership capabilities, and overall alignment with the Library's strategic direction, organizational leadership needs, and the scope of the role.

Kenton County Public Library offers a comprehensive and competitive benefits package, including **100% employer-paid medical coverage for employees**, participation in the Kentucky Public Pensions Authority (KPPA), access to Kentucky Deferred Compensation plans, and **generous paid time off totaling more than seven weeks annually**, along with a range of additional benefits supporting employee well-being and professional growth.

## Search Timeline

1. **Position Posted:** April 17, 2026
2. **Application Period:** 30 days
3. **Interviews:** Late May through early June 2026 (estimated)
4. **Final Selection:** End of June 2026 (estimated)
5. **Start Date:** To be determined

## Application Instructions

Interested candidates are invited to complete an online application and submit a resume and cover letter through the Kenton County Public Library application portal at : [Apply for KCPL Executive Director opening](#)

Application materials should reflect the candidate's experience, leadership approach, and interest in the role. Final candidates will be asked to provide professional references. Offers are contingent upon successful completion of a background screening.

Questions regarding the position or search process may be directed to:

Rachel Tobin  
Human Resources Director  
[Rachel.Tobin@kentonlibrary.org](mailto:Rachel.Tobin@kentonlibrary.org)

**Appendix A: Executive Director Job Description**

**Kenton County Public Library  
Job Description**

**Executive Director**

**Department:** Administration  
**Branch:** Administration Center  
**Reports To:** Board of Trustees

**FLSA Classification:** Exempt  
**Work Schedule:** Full-Time  
**Employment Category:** Regular

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**Position Summary:**

The Executive Director is responsible for providing vision and strategic leadership for the Kenton County Public Library (Library) and staff in accordance with the library's Mission Statement. Provides overall direction and ensures alignment of library services, programs, and operations with community needs and organizational priorities. Oversees the day-to-day operations of the Library system. Conducts long-range planning and budgeting and evaluates programs and services.

The Executive Director develops, administers, supervises, and coordinates the work of the Library and staff; performs executive managerial duties related to personnel, budget, collection development, building maintenance, and library operations and services; and leads and supports Community Outreach efforts to strengthen partnerships, visibility, and engagement within the community.

Reports directly to the Library Board and represents the Library in the community, fostering relationships with stakeholders, government entities, and partner organizations. Serves as an active participant on both the Library Foundation Board and the Friends of the Library Board.

**Essential Duties & Responsibilities:**

- Plans, implements and evaluates library services.
- Develops and administers policies concerning library operations, human resources, budgets and programs.
- Provides supervision and delegates responsibilities for library staff.
- Initiates, develops and evaluates long and short-term goals and objectives in collaboration with the Board of Trustees, staff and the public.
- Establish and maintain effective and cooperative working relationships with public officials, civic and community groups and the general public; serve on community boards and committees for the benefit of the library.
- Orients new trustees and serves as a resource for trustee activities.
- Maintain awareness of trends in the field to ensure the Library remains relevant in the community it serves.
- Prepares the annual budget and presents and explains budget requests to the Library Board; directs and controls the expenditure of fund allocations within constraints of approved budgets.
- Working with the Administrative staff, prepares monthly and annual financial and statistical reports to the Library Board and state agencies.
- Report monthly to the Board of Trustees on the operation of library system and keep Trustees informed regarding the Library's program of service.

- Oversee the library's administrative functions and policies including but not limited to Information Technology, Human Resources, Public Relations, Facilities, Collection Services and the Business Office.
- Determine management structure of organization and evaluate performance of managers.
- Review performance evaluations of staff members as appropriate.
- Serve as key spokesperson for the Library or designate staff members to do so as necessary.
- Represent Library system to larger library professional community including active involvement in appropriate local, state and national associations.
- Advocates for public libraries at the local, state, regional and national levels.
- In accordance with library policy, address public complaints that cannot be resolved at a lower level.
- Maintains membership in professional organizations.
- Other duties as assigned.

### **Qualifications**

- MLS from ALA accredited university required.
- Progressively responsible administrative, professional, and supervisory experience.
- Minimum 10 years administrative experience, showing progressive leadership responsibilities in library administration.
- Ability to work flexible hours to meet the requirement of the position.

### **Knowledge, Skills & Abilities**

- Demonstrated ability to develop and maintain productive and collaborative relationships within the Library and community.
- Demonstrated effective organizational, decision-making, and time management skills.
- Excellent communication and interpersonal skills.
- Commitment to diversity and staff development.
- Strong commitment to patron services.
- Demonstrated ability to handle multiple responsibilities in a changing environment.
- Experienced in managing personnel with strong interpersonal, listening, consensus building and problem-solving skills.
- Successful budgetary management skills.
- Demonstrated record of successfully planning for, implementing and managing change in a complex organization.

### **Physical Requirements & Work Environment**

- Ability to meet the physical demands of the position, including lifting up to 30 lbs., pushing or pulling up to 100 lbs., and occasional reaching, bending, and kneeling.

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