

RUBI O. SIMON

27 Marsh Lane
Colchester, VT 05446

home (802)654-4456
cell (617)905-0307

rubisimon@hotmail.com

EDUCATION

University of South Florida, Tampa, FL (2000)
M.A. Library and Information Science

University of Kentucky, Lexington, KY (1997)
B.A. Double Major, Spanish/Latin American Studies

WORK EXPERIENCE

Burnham Memorial Library, Colchester, VT

Library Director (2009-current)

- Work with Library Trustees and Town Officials to manage and oversee library budget, facility, staff and community services pertaining to public library.
- Responsible for maintaining relevant public services to the community.
- Accountable for long range planning and any fundraising campaigns relevant to library.
- Manage and develop collection of materials in a variety of formats, including electronic resources.

Boston Public Library, Boston, MA

Human Resource Manager (2007-2009)

- Oversee support staff in office of human resource i.e. benefits, payroll, staff and recruiting
- Manage labor relations issues and serve as liaison with city, unions, staff, and management.
- Handle and process confidential claims and requests
- Assist in development of staff development and training models

Neighborhood Services Manager (2006-2007)

- Co-managed 27 neighborhood library branches of the Boston Public Library.
- Works in public service team to coordinate with Human Resources Officer to facilitate staff recruitment, development, evaluation, and implementation of library services to the community.
- Project managed, facilitated, and lead staff teams within the neighborhood branches to incorporate community services and public relation support.

Head Branch Librarian P3 (2002-2006)

- Reports to Neighborhood Services Manager
- Supervise overall development, budget, maintenance, and training of collection, staff, and library services at branch.
- Developed relationships and partnerships within defined neighborhoods and implemented activities to stimulate use of library's resources with community, schools and other local agencies and community groups.
- Maintain appropriate liaisons and working relationships in service area with regards to branch building and community served, as well as project manage library programs and events

Librarian II P2 Neighborhood branches (2000-2002)

- Managed program funds and appropriate materials budget assigned to community services and collection.
- Assisted in staff training and the day-to-day operations of branch.
- Initiated, developed and implemented library programs of service to adults, young adults, and children as assigned through personal consultations, reference and readers' advisory services, outreach and programs

University of Kentucky, W.T. Young Library, Lexington, KY

Distance Learning Technician (1997-1998)

- Obtained research materials needed to support course studies for graduate students, including preliminary literature searches on research topics, books and journal articles from University library system, and offered research consultation.
- Supervised and trained student workers.

Reserves Assistant- Circulation Department (1995-1997)

- Trained, supervised, and scheduled minimum of 30 students assigned to reserve/circulation desk unit.
- Responsible for assisting with reserve/circulation department procedures, assisting library patrons/faculty.

PROJECTS/VOLUNTEER WORK

- Colchester Milton Rotary Member Colchester, VT participate in community services projects and committees
- Colchester Farmer's Market Implemented Colchester Farmers Market and created community planning committee
- President - El Jolgorio Boston, MA (2008-2009) www.eljolgorio.org
Community based organization which promotes leadership and civic engagement among Latinos. Primary role is to assist in several cultural programs and primary fundraiser: El Jolgorio Navideno Boston, MA (2006) Hispanic Writers Week, Boston, MA (2004-2007) Puerto Rican Cuatro Project Boston, MA (2006)
- MBLC and Univision Library Promotion (2005)
Assisted in the facilitation of televised promotion of summer reading programs primarily focusing on the Latino population. Participated in Spanish televised news coverage of the Connolly Branch Summer Reading Program.
- Simmons Diversity Summit (2005)
Served as a panel speaker dealing with diversity issues within the library field with a primary focus on recruitment, education, and professional development.
- Red Sox Bilingual Literacy Video (2001)
Assisted head of Communications at the BPL and the Mayor's office in the creation of a bilingual literacy video with Red Sox players and promotion of community reading program in Boston.
- Field work Ruskin Public Library Ruskin, FL (2000)
Assisted with public library services: Circulation, reference, shelving, and programming to local and rural areas in diverse population.

WORK/STUDY ABROAD

Universidad Del Salvador-Buenos Aires, Argentina (1994)

Four month cultural exchange program, Field of Study: Geography, Political Science, Literature

Xochicalco Archeological Site- Morelia, Mexico (1993)

Lab Assistant; Organized and maintained artifacts. Hired and supervised local workers

SKILLS/TRAININGS

Languages-Fluent English and Spanish (bilingual- native languages)

Latino Leadership Summit/ Civic Education track- Oiste Latino Civic Education Initiative www.oiste.net (2006)

Facilitative Leadership training- Interaction Institute for Social Change (2006)

Leadership for Results training- Office of human Resources Management Development Program (2005)

AWARDS/COMMITTEES

- *Leadership Champlain (current)*
- *Member of ALA Diversity Committee (current)*
- *BPL Neighborhood Community Service Committee (2007-2009)*
- *Member of Mayor's School Readiness Action Planning Team Boston(2009)*
- *Member of El Jolgorio de Massachusetts planning committee (2007-2009)*
- *2006 FIL Scholarship (Guadalajara International Book Fair)*
- *Massachusetts Library Leadership Institute selection committee 2004*
- *Latino Life committee 2004, 2005*
- *Black Is Committee 2002*
- *Trejo Foster Foundation Award 2000*
- *ALA Spectrum Initiative Scholarship Award 1999*

References available upon request