

DORIS M. ROGERS

Lenexa KS 913.231.9029 dorisrogers726@gmail.com

Professional Profile:

Dedicated administrative professional with an excellent work ethic seeking to contribute my best each day in a collaborative team environment.

Work Experience:

North Kansas City Public Library (NKCPL)

North Kansas City, MO 64116

Associate Library Director

04//2021 – Present

Library Associate/ 06/2018 – 04/2021

Received training in and have contributed to the operations of the library by performing circulations, materials processing, grant writing and other tasks related to the maintenance of library materials. Petty cash management and record keeping. Public service as required.

- Grant writing: research and author Library Services and Technology Act (LSTA) grants; NKCPL has been awarded five grants since October 2018.
- Collection management: purchase materials for monthly Library Reads program.
- Technical services: inventory shipments, catalog materials, materials maintenance.

Library Clerk (PT)/02/2016 – 05/2018

- Circulation desk: checking in and out materials, placing materials on hold, registering patrons, and collecting fines.
- Assists patrons with scanning, copying, printing, the use of library computers and automated systems.
- Participates in staff development trainings and work well with personnel at all levels.

University of Missouri-Kansas City (UMKC)/School of Nursing and Health Studies (SoNHS)/The Collaborative to Advance Health Services 10/2005- 12/2017

Grants Manager 10/2012 – 12/2017

Provided administrative management and coordination of business related functions such as finance, budget, grant administration and policy interpretation as they relate to federal level sponsored grant programs.

- Prepared documents for prior approval requests by developing budget justifications for new proposals, carryover funds and no cost extensions.
- Assisted with the development of consultant agreements; tracked and processed monthly invoices while monitoring balances to preclude overpayments.
- Processed payments for vendors, training participants, internal customers.
- Prepared journal entries, request for checks, and payroll correcting entries for grant personnel.

Project Manager 03/2008 – 09/2012

Served as the Center's lead project manager for the Substance Abuse and Mental Health Services Administration (SAMHSA) strategic initiative on Military Service Members, Veterans, and Their Families.

- Collaborated with federal, state, and non-profit agencies to plan and coordinate a series of events in the states of Kansas, Missouri, and Oklahoma to focus public awareness on the behavioral health of military service members and their families.

Education:

- University of Missouri | Library and Information Science, MLIS
(expected graduation: December 2021)
- Strayer University | Public Administration, MPA
- Mount Olive College | Criminal Justice Administration, BS

Computer Technology:

- Missouri (Evergreen ILS)
- Microsoft Word, Excel, and Outlook

Military Service:

- Veteran, United States Air Force