

# Christal L. Bell-Rivera

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## EDUCATION

**Master of Library Science (MLS) Candidate** – Florida State University | Expected May 2026

- ✦ Omicron Delta Kappa National Leadership Honor Society, 2025

**Bachelor's Degree, Legal Administration** – University of West Florida | 1999

- ✦ Vice President of Legal Society
- ✦ Distinguished Service Certificate, UWF Department of Administration & Justice Services

## PROFESSIONAL EXPERIENCE

**Escambia County | West Florida Public Libraries**

**Interim Director**, August 2025 – Present

- ✦ Reports to the County Administrator and coordinates with the Assistant County Administrator; provides executive briefings, operational updates, and policy recommendations
- ✦ Evaluates the impact of proposed legal or regulatory changes and communicates findings to the County Administrator and the Board of Governance
- ✦ Administers the budget; approves expenditures, reviews financial statements, and ensures compliance with financial operations
- ✦ Develops and implements long-term and annual plans, aligning programs, policies, and budgets with organizational goals
- ✦ Ensures the preservation of official Board of Governance records and minutes; reviews and submits draft minutes, budgets, and financial statements for Board review
- ✦ Writes, implements, and enforces administrative regulations, system-wide policies, and procedures governing the WFPL in coordination with the County Administrator and the Board of Governance
- ✦ Serves as liaison to community partners, Friends of the Library groups, and local government to strengthen advocacy and engagement
- ✦ Oversees day-to-day operations, administration, supervision, management, and coordination of all eight branch libraries and personnel
- ✦ Supervises staff: assigns priorities, conducts evaluations, supports professional development, and maintains a safe, productive work environment
- ✦ Makes hiring, disciplinary, and termination decisions in accordance with established County guidelines



**Deputy Director, March 2023-August 2025**

- ✚ Supported executive leadership in managing library operations, programs, & staff
- ✚ Coordinated community outreach and special projects to expand library services
- ✚ Routinely evaluated and reviewed current operations, processes, & staffing situations
- ✚ Contributed to budget planning, resource allocation, operational efficiency, expense forecasting, spending oversight, and cost-saving initiatives
- ✚ Oversaw the day-to-day operations & guided the implementation of strategic initiatives
- ✚ Established comprehensive standard operating procedures (SOP) & updated system-wide policies
- ✚ Maintained current working knowledge of standards & trends in librarianship, technology, & patron experience
- ✚ Coordinated with Library Board of Governance members on developing, disseminating, & executing the mission and vision of the library system

**Director's Aide, June 2022-March 2023**

- ✚ Helped prepare reports and presentations for county officials
- ✚ Assisted in project coordination, research, and policy development
- ✚ Supported the Director with administrative tasks, scheduling, and correspondence
- ✚ Served as liaison with other departments, facilitating information exchange, problem-solving, and maintaining efficient relations

**State of Florida | Division of Motorist Services**

**Senior Highway Safety Specialist, August 2008 – June 2022**

- ✚ Developed & delivered staff training; prioritized assignments and monitored performance
- ✚ Managed staff, daily operations, and budgets, maintaining alignment with organizational goals
- ✚ Coordinated cross-departmental projects and collaborated with external agencies to meet public needs
- ✚ Analyzed workflows and operational data, recommending improvements to enhance service delivery
- ✚ Directed statewide public service programs, ensuring compliance with federal & state laws and regulations
- ✚ Communicated complex operational information to internal teams, the public, and government stakeholders

**KEY SKILLS & COMPETENCIES**

- ✚ Public Library Administration & Multi-Branch Operations
- ✚ Strategic Planning & Long-Range Program Development
- ✚ Policy Development & Regulatory Compliance
- ✚ Budget Administration & Financial Oversight
- ✚ Staff Supervision, Mentorship, & Performance Evaluation
- ✚ Program Development, Project Coordination, & Service Evaluation
- ✚ Community Engagement, Advocacy & Stakeholder Relations



- ✚ Operational Efficiency, Workflow Analysis, & Change Management
- ✚ Conflict Resolution & Personnel Management
- ✚ Public Speaking & Communication for Diverse Audiences
- ✚ Technology: Integrated Library Systems, Microsoft Office Suite

### **CERTIFICATIONS, AWARDS, & PROFESSIONAL DEVELOPMENT**

- ✚ Florida Library Association (FLA) Pre-Conference Facilitator & Guest Speaker, 2026
- ✚ FLA Professional Development Committee & Leadership Subcommittee, 2025–Present
- ✚ James Patterson Library Worker Bonus Recipient, 2024
- ✚ Be Ready Alliance Coordinating for Emergency (BRACE) Board Member, 2024–Present
- ✚ HERricane Escambia Advisory Board Member, 2023–Present
- ✚ FEMA Public Assistance Certification & Planning Section Chief, 2022–Present
- ✚ American Library Association (ALA) Member, 2022–Present
- ✚ Above & Beyond Call of Duty (ABCD) Awards: 2019–2021, 2017, 2015, 2013
- ✚ Shining Star Awards, 2019 & 2015
- ✚ Junior League of Pensacola, 2019–2021
- ✚ Youth Mentor, Escambia County School District, 2013–2016