

Librarian II Branch Manager Jackson George Regional Library System

Responsibilities

The Jackson-George Regional Library System is looking for a manager with excellent customer service skills who can be a positive leader for the library and the library's very capable staff. 1. Responsible for the management, supervision and development of the branch library. 2. Work with branch and system staff to develop a series of programs for various age groups and the general public to be presented at the library throughout the year. 3. Develop awareness and understanding of community concerns, issues, and interests. Become involved in the community, with active membership in at least one major civic organization. 4. Responsible for maintenance of facilities and grounds, working with the assistant director to develop and implement plans when assistance beyond those available through the regular library custodial staff is required. 5. Organize, train, direct, schedule, motivate and evaluate paid and volunteer personnel. 6. Analyze personnel, budget, services, equipment and facility needs and problems and recommend cost-effective and efficient solutions appropriately. 7. Plan and perform materials selection, weeding, and other collection development activities, in accordance with established policies. 8. Conduct orientation and other training, re-training and cross training programs for personnel as needed. 9. Communicate, model, and implement approved policies and procedures in a timely and effective manner. 10. Serve as the primary liaison with JGRSL administrative staff. 11. Prepare forms and reports as needed, scheduled or requested, including purchase orders, monthly schedules, branch statistics, requests for public relations services, and inventory reports and other reports as needed. 12. Closely monitor expenditures of all departments and staff supervised. 13. Support the activities of the Friends and other groups working to support the Branch Library and/or JGRSL. 14. Stay current with developments in the field of librarianship through professional reading, association memberships, and attendance at professional workshops and conference and participation in in-house and online training as requested. 15. Schedule and conduct regular branch staff meetings.

Requirements

1. A Masters' degree in Library Science from an ALA-accredited graduate school. 2. One - three years successful professional public library experience, with at least one year in a supervisory position. 3. Effective oral and written communication skills. 4. Demonstrated commitment to customer service, community involvement, networking, resource sharing, staff development and in-service training. 5. Knowledge of current technologies available to library staff and patrons. 6. Knowledge of integrated library systems and recent experience using them. 7. Active membership in one or more library-related professional organizations. 8. Valid driver's license and access to reliable transportation.

Salary & Benefits

\$34,600 - \$41,000

Available

July 1

Contact

Location (library or institution name)

Jackson George Regional Library System

Place/Environment

Lucedale-George County Public Library

Date Posted

6/19/2015

Date Expires

7/24/2015