

Position:	LIBRARIAN II (F/T SALARIED) BRANCH MANAGER
Library/City	Singing River Genealogy and Local History Library / Pascagoula, Mississippi
Date Posted	
Date Expires	Open Until Filled
Date Available	
Responsibilities	<p>Under the direction and supervision of the Assistant Director for Collections and Technology Services, the Singing River Genealogy and Local History Library Branch Manager is responsible for acquiring, maintaining, organizing, and preserving the Library System's local history and genealogy collections. The collection includes archival materials, books, maps, photographs, family histories, newspapers on microfilm, and a growing digital collection. The person in this position performs supervisory and professional duties: (1) reference and public services (instruction, outreach, exhibitions); (2) coordinates and develops genealogy and local history programs and activities; (3) writes and manages grants; (4) manages and provides direction and leadership for the digital archives program; and (5) assists with hiring and training, and schedules and evaluates Branch staff members.</p> <p>This is a professional librarian position involving the application of professional knowledge, interpersonal and management skills, and abilities. Work is performed in accordance with Regional Library Board of Trustees approved policies and procedures and other directives as issued by the JGRLS Regional Board of Trustees, Library Administration, Assistant Directors and Director.</p> <p>The employee holding this position will, through open and continuous channels of communication with subordinates, colleagues, and superiors, complete all tasks necessary for the efficient and effective operation of the Singing River Genealogy and Local History Library. Employees in this job classification are expected to possess the knowledge, skills, and abilities needed to complete all assigned tasks in an efficient, accurate and timely manner.</p> <p>The employee holding this position is subject to an initial nine-month probationary period with performance evaluations conducted by the Assistant Director for Collections and Technology Services periodically during this period, and thereafter annually. Evaluations are reviewed and approved by the Director as needed.</p>
	<p>A. MINIMUM QUALIFICATIONS</p> <ol style="list-style-type: none"> 1. Master's degree in Library Science from an ALA-accredited graduate school. 2. One year of successful professional library experience. 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. Strong leadership, organizational, planning, and project management skills.
9. Valid driver's license and access to reliable transportation.
10. Ability to use electronic databases and library management software.
11. Ability to be extremely detail-oriented in the execution of duties.
12. Ability to maintain confidentiality of library records and library business.
13. Ability to hear, bend, stoop, push, pull, squat, reach above shoulder level and lift and move objects up to 25 pounds, and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.
14. Ability to climb a step stool, ladder, move a book truck, and perform other activities required to manage a JGRLS Library.

B. PREFERRED SKILLS AND KNOWLEDGE

1. Graduate Certificate in Archives and Special Collections.
2. Experience in the field of digitization, including knowledge of best practices for imaging, analog to digital conversion, metadata creation, copyright and licensing requirements, and digital preservation.

C. KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of the history of the Mississippi Gulf Coast, especially the Jackson/George County areas.
2. Knowledge of digitization systems, metadata standards such as those used by the Mississippi Digital Library (MDL), and library technology.
3. Knowledge of library theories, issues, practices, and trends.
4. Knowledge of cataloging and classification systems used in public libraries (RDA, LC Subject Headings, Dewey Decimal Classification System, and MARC formats).
5. Skill in operating a personal computer, PC applications, and electronic resources as used in libraries.
6. Ability to communicate clearly and effectively both verbally and in writing.
7. Skill in supervising, training, selecting, monitoring, counseling, and evaluating assigned staff and volunteers.
8. Knowledge of grant writing and grant management.
9. Ability to work diplomatically and tactfully to solve work-related problems and issues.

D. DUTIES AND RESPONSIBILITIES

1. Formulates goals, plans, policies, and procedures for the Singing River Genealogy and Local History Library.
2. Provides reference services and guides patron research.
3. Manages the acquisition, arrangement, description, and preservation of archival collections.
4. Implements digital archive projects and manages the continued growth and development of the digital archives program: (1) identify potential digitization projects; (2) select materials for digitization; (3) resolve intellectual property and privacy issues; and (4) ensures digitization standards are met.
5. Understands and enforces library policies and procedures.
6. Supervises and trains staff and volunteers.
7. Plans and implements genealogy and local history programs and services for library customers.
8. Travels to other branches in the system as needed.

9. Collaborates with Public Relations department to publicize and gain visibility for the Singing River Genealogy and Local History Library.
10. Creates physical and/or digital exhibits.
11. Operates and requests maintenance of office equipment.
12. Assists with library opening or closing as needed.
13. Works evening and/or weekend hours as needed.
14. Analyzes personnel, budget, services, equipment, and facility needs and problems and recommends cost effective and efficient solutions.
15. Closely monitors expenditures within the library department.
16. Prepares forms and reports as needed, scheduled, or requested, including purchase orders, monthly schedules, department statistics, and inventory reports.
17. Attends library system manager meetings as required.
18. Serves on committees as directed.
19. Maintains a good working relationship with coworkers and library administration, and works cooperatively with friends groups and/or historical and genealogical societies.
20. Performs as a positive team player to accomplish library system goals and objectives.
21. Manages and/or coordinates, as appropriate, key funding opportunities and partnerships for the library department as appropriate.
22. Maintains membership in one or more professional organizations.
23. Attends state or regional genealogy and local history related conferences, meetings as needed.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment.

Primary work-site for this Jackson-George Regional Library System position is the Pascagoula Public Library, JGRLS Headquarters, located at 3214 Pascagoula Street, Pascagoula, MS 39567.

Physical Requirements, Moderate Work: must have ability to hear, bend, stoop, push, pull, squat, reach above shoulder level and lift and move objects up to 25 pounds, and/or occasionally exert force equivalent to lifting up to approximately 50 pounds. Incumbent must have the ability to climb a step stool, ladder, move a book truck, and perform other activities required to manage a genealogy and local history library.

This is a full-time, 37.5 hours per week, salaried position. Employee holding this position is required to work Monday through Thursday 8:30 a.m. – 5:00 p.m. Friday 8:30 a.m. – 4:00 p.m. Work schedule may vary from time-to-time contingent on the needs of the Library.

Employee is eligible for 100% Board approved employee benefits, including 100% paid health insurance premiums.

The position of Genealogy and Local History Library Manager is classified as “exempt” under the provisions of the Fair Labor Standards Act as defined by Regulations, 29 CFR Part 541.

The employee holding this position must: (1) meet employment eligibility requirements as set forth in the Immigration Reform and Control Act of 1986 and the implementing regulations, (2) read, understand, and sign the System’s Personnel Policies, (3) read, understand, and sign the System’s Drug Free Work-Place Policy and Employee Memorandum and (4) read, understand, and sign other System policy/procedure statements pertinent to this position. Successfully passing a background check and pre-employment drug test is a

condition of employment.

Salary & Benefits

SALARY/BENEFITS: Starting Salary - \$42,000 – 47,000, DOE, with an excellent benefits package.

Contact

APPLICATION PROCESS

Go to <http://www.jgrls.org/services/employment.html> to download an application. Please send your resume, a letter of application, completed job application and an official copy of college/university transcripts to Lori Barnes, Library Director, Jackson George Regional Library System, 3214 Pascagoula Street, Pascagoula, MS 39567 or email lbarnes@jgrls.org

WEBSITE
<https://www.jgrls.org>
Job Type: Full-time

Location (Library or institution name)

Pascagoula, Mississippi / Singing River Genealogy and Local History Library

Place/Environment