

Position:	BRANCH HEAD LIBRARIAN
Library/City	First Regional Library Senatobia, MS
Date Posted	09/21/2021
Date Expires	Open Until Filled
Date Available	
Responsibilities	<p>The Head Librarian is responsible for planning and administering programs for the library and oversees the daily operations of multiple branches. Supervises the Library Assistants and other branch personnel, including scheduling, hiring, training, task assignment, motivating, and evaluations. Supports the Library System's mission, goals, and strategic plan. Keeps in touch with library developments by attending in-service workshops and conferences. Help plan special library activities such as the Summer Library Program, Book Talks, etc. Coordinates the selection of library materials for the branch. Maintains a good relationship with local advisory board, county and city officials, area private and public schools, Friends group, area civic clubs, as well as with Headquarters staff. Makes commitments for public speaking to discuss library-related activities and takes an active part in professional activities within the State.</p>
Requirements	<p>Master's degree in Library Science or ability to obtain an MLS within three years from ALA accredited school in public libraries is preferred. Bachelor's degree required. Two to five years professional public library experience preferred, and two years of supervisory experience required.</p> <p>2+ years of professional public library experience preferred, and two years of supervisory experience required.</p> <p>Ability to travel within First Regional Library system.</p> <p>Must have the knowledge and ability to use current technologies including social media, library's computerized circulation system, and computer software applications including Microsoft Office Suite: Word, Excel, PowerPoint, and the Internet.</p> <p>Ability to communicate effectively, patiently, and courteously with Library staff, patrons, and other community members especially in articulating and enforcing Library policies.</p> <p>Ability to coach and mentor library staff.</p> <p>Exhibit a positive and enthusiastic approach to public library service.</p> <p>Ability to lift/move library materials from overhead and the floor as well set up tables and move chairs for library programs.</p> <p>Must be able to work mornings, evenings, and some weekends.</p> <p>Excellent verbal and written communication skills.</p> <p>Excellent interpersonal skills to interact at all levels.</p>
Salary & Benefits	<p>Start range: \$38,000 - \$45,600 annually, depending upon experience and education. Benefits include medical, dental, vision &amp; life insurance; participation in PERS of Mississippi Retirement Plan.</p>
	For more information apply online at <a href="http://firstregional.org">firstregional.org</a>

Contact	Email online application to <a href="mailto:jobs@firstregional.org">jobs@firstregional.org</a>
Location (Library or institution name)	First Regional Library Senatobia, MS
Place/Environment	