

Position:	Associate Director of Operations
Library/City	Library of Hattiesburg Petal & Forrest County in Hattiesburg, MS
Date Posted	09/15/2021
Date Expires	open until filled
Date Available	11/01/2021
Responsibilities	<p>The Associate Director for Operations has primary responsibility for the library's physical plants, human resources, and support services. Working closely with the Director, this person ensures the smooth operation of these areas so that the library can provide its wide array of public services. This position also participates in the planning and coordination of policies, procedures, and services – both support services and library services. This position may serve as acting director in cases of the director's absence. Performs all other duties assigned by Director. Please check the application for a more detailed list of responsibilities. The application is on our website, <a href="http://hattlibrary.org">hattlibrary.org</a>, in the FAQ section.</p>
Requirements	<p>Diligent and firm with high ethical standards  People oriented and results driven  Outstanding interpersonal skills  Excellent active listening and presentation skills  Excellent communication skills – verbal, written, e-mail and phone  Excellent organizational, time-management and leadership skills, with an ability to prioritize important projects  Strong aptitude for root cause analysis and troubleshooting operational issues  Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, and Outlook  Must have the ability to stand the majority of the work shift and to reach materials at high and low levels  Must have the physical agility to bend, stoop, twist, turn and to move materials from place to place  Must have the physical ability to push carts and bins loaded with materials  Must have the visual acuity to read a computer screen and a wide variety of library materials and documents  In-depth knowledge of labor law, employment legislation and regulations as well as Human Resources best practices.  Experience in working in Human Resources</p>
Salary & Benefits	<p>Salary: \$52,500 annual (\$25.24 per hour) Benefits: state retirement, state health and life insurance, dental and vision insurance, Concern Employee Assistance Program, 8 hours sick leave per month and 11.33 hours annual leave per month.</p>

Contact	Katherine Keith, kathy@hpfc.lib.ms.us, 601.584.3162
Location (Library or institution name)	Library of Hattiesburg Petal & Forrest County in Hattiesburg, MS
Place/Environment	