

Position:	Information Services Librarian
Library/City	Library of Hattiesburg Petal & Forrest County in Hattiesburg, MS
Date Posted	09/03/2021
Date Expires	open until position is filled
Date Available	10/01/2021
Responsibilities	<p>Primary Responsibilities:</p> <ul style="list-style-type: none"> <li>Manages Information Services Department</li> <li>Serves as a primary technology officer for the library</li> <li>Participates in Collection Development</li> <li>Participates in Collection Maintenance</li> <li>Provides excellent customer service, conducting library business with the public and staff in a courteous and positive manner.</li> <li>Leads staff in providing excellent customer service</li> <li>Supervises and trains staff</li> <li>Serves as a member of the Supervisory team at the library</li> <li>Serves as Manager on Duty</li> <li>Works effectively in every library department</li> <li>Participates in library leadership</li> <li>Supports and implements policies and procedures of Library Administration</li> <li>Recommends resources (digital and physical) to meet user needs</li> <li>Assists with cleaning and maintenance of library physical plant and furniture</li> </ul> <p>Additional Responsibilities:</p> <ul style="list-style-type: none"> <li>Follows all management directives to assist in providing excellent customer service and the effective overall operation of the library.</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>Must have earned a Master of Library Science from a program accredited by the American Library Association.</li> <li>Must successfully complete library-administered computer hardware/software familiarity test.</li> <li>Must have a currently insured personal vehicle and willingness to use vehicle for library business.</li> <li>Must demonstrate a commitment to customer service &amp; possess problem-solving customer relations skills.</li> <li>Must be able to work as an effective team member and demonstrate a “whatever it takes” work ethic.</li> <li>Must be able to communicate clearly, diplomatically and in a friendly and positive manner with library users and staff from diverse ethnic, socioeconomic, and cultural backgrounds.</li> <li>Must have a working knowledge of PCs in a Windows environment.</li> <li>Must have a working knowledge of apps in an Android and/or IOS environment.</li> <li>Work experience in providing direct customer assistance in digital formats (Windows, Android, IOS) is desirable.</li> <li>Work experience with SirsiDynix Workflows is desirable.</li> <li>Must have a working knowledge of alphabetization and the Dewey Decimal Classification</li> </ul>

	<p>System.</p> <p>Must have the ability to stand the majority of the work shift and to reach materials at high and low levels.</p> <p>Must have the physical agility to bend, stoop, twist, turn and to move materials from place to place.</p> <p>Must have the physical ability to push carts and bins loaded with materials.</p> <p>Must have the visual acuity to read a computer screen and a wide variety of library materials and documents.</p> <p>Experience in working in a public library is preferred.</p> <p>An additional description of duties is available at <a href="http://hpfc2.hpfc.lib.ms.us/infoferlibduties.pdf">http://hpfc2.hpfc.lib.ms.us/infoferlibduties.pdf</a></p>
Salary & Benefits	<p>Salary: \$35,500 annual (\$17.07 per hour)</p> <p>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	<p>Katherine Keith at <a href="mailto:kathy@hpfc.lib.ms.us">kathy@hpfc.lib.ms.us</a></p> <p>Download application at <a href="http://hpfc2.hpfc.lib.ms.us/externalapp.pdf">http://hpfc2.hpfc.lib.ms.us/externalapp.pdf</a></p>
Location (Library or institution name)	<p>Library of Hattiesburg Petal &amp; Forrest County</p> <p>329 Hardy Street</p> <p>Hattiesburg, MS 39401</p>
Place/Environment	