

Position	Librarian III
Library/City	Mississippi Library COmmission - Jackson, MS
Date Posted	
Date Expires	10/25/2021
Date Available	

This is professional library work with responsibility for applying professional library techniques in one or more phases of library services. Duties include reference, cataloging, collection management, government documents, services to special groups, and similar functions. Incumbents have a primary specialized service responsibility and may monitor budget for the service. Incumbents provide professional level reference and reader advisory services to customers utilizing electronic, print, and audiovisual resources, and maintaining databases. The incumbent has frequent contact with the public, state governmental employees, volunteers, and others. Incumbent markets library services by initiating contact with users and groups of users by developing and presenting workshops. Development and presentation of individual and group training sessions on electronic resources is also required. The incumbent participates in the selection of materials for the collections and in review of collections to maintain currency and relevance to customers' needs. Incumbent compiles statistics for service management reports. Data gathering includes development and production of routine and specialized reports utilizing a library automation system.

Incumbent may supervise or assist in the supervision of others.

Examples of Work:

Examples of work performed in this classification include, but are not limited to, the following:

Provides professional level staff assistance to an administrative superior in specially assigned areas of operation; advises on matters pertaining to programs.

Organizes, catalogs, and manages library materials.

Assists in developing service to reflect changes in technology and available resources within agency mission and goals.

Follows governmental and professional guidelines in service department.

May monitor budget assigned to service area under supervision of a superior.

Provides orientation and training to customers in use of specific databases and services.

Maintains currency of knowledge through reading of professional literature, learns new databases through review of online helps, literature, experimentation, and workshop attendance.

Coordinates database license agreements.

Responsibilities

Keeps up with current developments in area of service through reading of professional, technical, and legal literature and the participation in professional associations.

Researches requests for information requiring professional level searching skills using appropriate print and electronic resources.

Develops and maintains professional contacts to extend resources available to meet customers' needs.

Maintains awareness of special resources and notifies customers.

Provides professional level front line contact with the public to accept requests for information, interacts with customers to clearly define needs and determine satisfaction with service.

Maintains frequent contact with librarians and staff in other libraries both in and out of state.

Develops bibliographies, brochures, and service announcements.

Promotes services to current and potential customers through personal contact and correspondence.

Develops training materials and presents workshops of four hours or more duration, with emphasis on technology resources.

Assists in the development of web pages to market services and provide instant access to online information.

Seeks additional venues for promoting services through displays and exhibits to professional and potential customers.

Evaluates electronic resources and services to meet current and projected customer needs.

Evaluates print and media resources to meet current and projected customer needs.

Reviews materials for retention/deselection to maintain collection.

Develops and produces routine and specialized reports utilizing a library automation system.

Creates spreadsheets and compiles special reports.

Monitors and evaluates work of others.

Performs related or similar duties as required or assigned.

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Incumbents have a primary specialized service responsibility and may monitor budget for the service.
2. Incumbents provide professional level reference and reader advisory services to customers

utilizing electronic, print, and audiovisual resources, and maintaining databases.

3. The incumbent has frequent contact with the public, state governmental employees, volunteers, and others.

4. Incumbent markets library services by initiating contact with users and groups of users by developing and presenting workshops. Development and presentation of individual and group training sessions on electronic resources is also required.

5. The incumbent participates in the selection of materials for the collections and in review of collections to maintain currency and relevance to customers' needs.

6. Incumbent compiles statistics for service management reports.

7. Incumbent may supervise or assist in the supervision of others.

Requirements

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an American Library Association (ALA) accredited four-year college or university in library science.

Required Document:

Possession of a valid Mississippi Driver's License or a Driver's License from a contiguous state may be required by the hiring agency.

Salary: \$29,223.61 / Year

Health/Prescription Insurance

Eligible employees have the opportunity to participate in the state's health and prescription insurance program. Employees may select either single or family coverage with affordable co-payments. More detail can be found at Know Your Benefits.

Wellness Benefits

Employees are eligible for a wellness and health promotion program. This plan provides annual benefits for certain services with first-dollar coverage with no deductible.

Life Insurance

All eligible employees receive an actual term life insurance policy upon employment. The policy coverage is two times the employee's annual salary to a maximum of \$100,000. More detail can be found at Life Insurance Choices.

Salary & Benefits

Optional Insurances

Many agencies offer discounted premiums for dental, vision, and cancer insurance.

Flexible Spending Accounts

Many state agencies provide opportunity for employees to participate in pre-tax spending accounts. These accounts allow employees to withhold childcare expenses and unreimbursed medical expenses prior to application of state and federal taxes.

Paid Personal Leave and Sick Leave

Full-time employees receive paid time off for personal needs and for sick leave. Leave begins accruing after one month of employment and may be used as it is accrued. Employees earn approximately 18 days of personal leave annually and 12 days of sick leave annually.

Military Leave

In accordance with federal law, all employees serving in the armed forces or the military reserves are entitled to 15 days per year for military training.

Holidays

Employees receive up to 10 paid holidays to enjoy many of our nation's celebrations with family and friends.

Retirement Programs

The State of Mississippi provides all its employees a Defined Benefit/Defined Contribution Retirement Program. Employees become vested in the State's retirement system after 8 years of employment. Both you and your employing agency contribute toward your retirement. More detailed information regarding the State's retirement program can be found at <http://www.pers.state.ms.us>

Deferred Compensation

State agencies offer several opportunities for their employees to participate in a deferred compensation voluntary retirement savings plan. More information can be found at Deferred Compensation.

State Credit Union

All state employees are eligible to participate in the Mississippi Public Employees' Credit Union. This organization offers state employees special savings and borrowing plans. For more information about this program, call 601.948.8191.

Tuition Reimbursement

Many state agencies provide opportunities for their employees to achieve higher education through tuition reimbursement. Common programs include medical and nursing fields, accounting, and business/administrative fields.

Career Development and Training

The Mississippi State Personnel Board offers several management and administrative certification programs, as well as professional development courses to enhance employee value to the agency. Individual agencies also offer technical training and allow membership in professional organizations to employees in their specific fields of employment.

Promotional Opportunities

Employees who have completed 6 or more months of service are eligible for promotional

opportunities within state government employment. Minimum qualifications must be met.

Career Ladders

Many job classifications provide career-ladder opportunities based upon attainment of competencies. These career ladders can increase an individual's salary, provided funds are available within the agency.

Contact

Please go to MSPB website to fill out application <http://www.mspb.ms.gov/>

Location (Library or institution name)

Mississippi Library Commission - Jackson, MS

Place/Environment