

Position	Pontotoc County Library Branch Manager
Library/City	Pontotoc County Library/ Pontotoc, MS
Date Posted	5/22/2024
Date Expires	Open Until Filled
Date Available	
Responsibilities	The Branch Manager is responsible for the day-to-day operation of the Branch, including tasks of circulation, readers' advisory, reference, programming, etc. Excellent interpersonal relationship skills are required for both working with the public and supervising staff.
Requirements	<ol style="list-style-type: none"> 1. High school diploma or equivalent; college preferred 2. Experience in public speaking and language proficiency 3. Thorough understanding of and ability to use the English language 4. Experience in the operation of computers and other office equipment 5. Resident of Pontotoc County or willing to relocate within 6 months
Salary & Benefits	<p>State of Mississippi vacation, medical leave, and state holidays, paid health insurance, and participation in the Public Employees' Retirement System.</p> <p>State life insurance and deferred compensation programs available.</p> <p>Dixie Regional Library System funded dental insurance.</p> <p>Salary set at the discretion of the Board of Trustees considering education and experience.</p>
Contact	Use this link to view full job description and to apply: https://dixie.lib.ms.us/employment/
Location (Library or institution name)	<p>Pontotoc County Library</p> <p>111 North Main Street</p> <p>Pontotoc, MS 38863</p>
Place/Environment	

