

Posting Date: December 9, 2024

Removal date: Until Filled

**Location:** COMO, MS

**Position:** BRANCH MANAGER

**Department:** COMO, MS

**Reports to:** JENNIFFER STEPHENSON

**Status:** ✓ Exempt Non-Exempt (Full-Time)

**DUTIES AND RESPONSIBILITIES:**

The Branch Manager is responsible for planning and administering programs for the library and oversees the daily operations of the branch. Supervises the Library Assistants and other branch personnel, which includes 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.

**MINIMUM REQUIREMENTS:**

- 2+ years of professional public library experience and supervisory experience preferred.
- Ability to travel within First Regional Library system.
- Must have 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.
- Ability to communicate effectively, patiently and courteously with Library employees, patrons and other community members especially in articulating and enforcing Library policies.
- Ability to coach and mentor library staff.
- Exhibit a positive and enthusiastic approach to public library service.
- Ability to lift/move library materials from overhead and from the floor as well setup tables and move chairs for library programs
- Must be able to work mornings, evenings, and some weekends.
- Excellent verbal and written communication skills
- Excellent interpersonal skills to interact at all levels

**BENEFITS AND SALARY:**

Salary range: \$34,000 - \$39,500 annually. Benefits includes medical, dental, vision & life insurance; participation in PERS of Mississippi Retirement Plan.

**EDUCATION:**

Bachelor’s degree from an accredited institution required. Two to five years professional public library experience preferred.

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