

Posting Date: January 31, 2025

Removal date: Until Filled

Location:	SOUTHAVEN, MS
Position:	ASSISTANT BRANCH MANAGER
Department:	SOUTHAVEN, MS
Reports to:	YALANDA PRIDDY
Status:	Exempt ✓_Non-Exempt (40 hours/Per Week)

DUTIES AND RESPONSIBILITIES:

The Assistant Branch Manager is responsible for assisting the Branch Manager in managing the branch personnel, including scheduling, hiring, training, task assignment, motivating, and evaluations. Assist with the daily operations of the branch and other activities in the absence of the Branch Manager. Keeps in touch with library developments by attending in-service workshops and conferences. Supports the Library System’s mission, goals, and strategic plan. Responsible for adult programming. Manage the branch in the absence of the Branch Manager.

MINIMUM REQUIREMENTS:

- 2+ years of management and customer service experience in a Library environment preferred.
- Selects and maintains library’s collection of materials and assists groups and individuals in locating and obtaining materials.
- Plans and carries out activities at the branch library.
- Responsible for daily operations.
- Effectively uses online and print reference sources to locate information for patrons.
- Assembles and arranges displays of books and other library materials.
- Keeps essential statistics and records.
- Makes commitments for public speaking on behalf of the library.
- Keeps in touch with library developments by attending in-service workshops and conferences.
- Works to implement the Library System’s strategic plan.
- Excellent verbal and written communication skills.
- Working knowledge of and the ability to effectively use the Microsoft Office Suite and the Library’s automated circulation system.
- Plans and implements adult outreach efforts on behalf of the branch, with the support of the Branch Manager and other library staffs.
- Maintains good relationship with local Advisory Board of Trustees, County and City Officials, Friends groups, civic clubs and, Headquarters staff.
- Ability to lift 30-40 pound filled book bins and setup tables and move chairs for library programs.
- Must be able to work mornings, evenings, and some weekends.
- Exhibit a positive and enthusiastic approach to public library service.
- Must have a valid driver’s license and clean driving record.

BENEFITS AND SALARY:

This position will pay \$18.00 per hour paid monthly. Benefits include: medical, dental, vision, life insurance and MS Retirement Plan (PERS).

EDUCATION:

Bachelor’s Degree from an accredited institution required. Two years’ experience in a public library preferred.

*For more information apply online at firstregional.org
 Email online application to: jobs@firstregional.org*

EOE minorities/female/disabled/veteran