Position	Branch Manager (Quisenberry Library)
Library/City	Clinton, MS
Date Posted	02/26/2025
Date Expires	Available until filled
Date Available	
Responsibilities	Under the supervision of the Deputy Director, the Branch Manager is responsible for the execution of all library branch operations. This includes, but is not but not limited to: • Planning, implementing, and evaluating branch programs and services • Preparing work schedules for full and part time employees and assigns employees to specific duties. • Responding to customer's complaints or inquiries with discretion and good judgment in accordance with library policies and procedures. • Building strong community bonds by working with local community leaders. • Assisting patrons in use of library services in accordance with established library policies and procedures Branch Managers are responsible for all branch operations and are responsible for representing the branch library to the local community. This is a full-time (40 hours weekly) position. The scheduled is based on the operational needs of the branch within the library's hours of operation.
Requirements	Bachelor's Degree in a Related Field Required Public library experience is preferred. The Branch Manager must have the ability to organize and implement library functions, express ideas clearly through both written and oral communication, have basic computer knowledge, and be able to work well with the public and possess good customer service behaviors, which include a knowledge of the community served. Must have a valid driver's license.
Salary & Benefits	The starting salary is $32,000 annually with a full benefits package that includes health and life insurance, vision and dental insurance, and membership in the Mississippi Public Employees' Retirement System.
Contact	TO APPLY FOR THIS POSITION PLEASE SEND VIA EMAIL A COMPLETED AND SIGNED APPLICATION AND RESUME TO hr@jhlibrary.org
Location (Library or institution name)	Jackson/Hinds Library System (Quisenberry Library)
Place/Environment	