



MIDDLE GEORGIA REGIONAL LIBRARY

EMPLOYMENT OPPORTUNITY *Affiliate Services Coordinator*

Summary:

Middle Georgia Regional Library (MGRL) invites you to apply for the position of Affiliate Services Coordinator. The Affiliate Services Coordinator will serve as the certified librarian supporting library services in seven library branches of the affiliate counties served by MGRL. The Affiliate Services Coordinator will lead a staff of enthusiastic and committed professionals and paraprofessionals in fulfilling the Library's mission "to connect all people to the information necessary to improve their lives through excellent services and materials."

MGRL seeks an experienced, responsible, creative, and enthusiastic individual who embraces and thrives in an active, fast-paced, and culturally diverse environment. The ideal candidate will be a knowledgeable and enthusiastic team leader with a modern vision of libraries and a strong commitment to public service. Additionally, they will have excellent planning, communication, and computer skills. The ability and willingness to quickly learn and teach new skills is also highly desirable.

Additional information:

This position works under the supervision of the Director and within the parameters of the strategic plan. They have broad decision-making responsibilities for routine operational matters and some decision-making responsibilities for non-routine matters.

The successful candidate will have experience and/or knowledge of a variety of library services and activities. The position requires a high degree of flexibility to produce services that are relevant and accessible to each segment of the population that we serve. They will build community relationships and contribute to community goals.

This position will enjoy significant support to attain these goals at Middle Georgia Regional Library with an enthusiastic and committed staff of professionals and paraprofessionals.

Essential duties and responsibilities:

This position drives to each branch a minimum of twice per week to provide certified librarian support.

This support includes:

- transporting books and materials to the counties
- supporting branch managers
- reviewing facilities
- evaluating collections
- managing book budgets
- teaching computer classes
- attending official meetings as assigned by director

- providing guidance on MGRL policies, procedures, and strategic plan vision
- other duties as assigned

Required qualifications:

- Master's degree in Library Science
- Two to four years of increasing responsibility and experience in a library environment
- Valid driver's license and good driving record

Preferred qualifications:

- Supervisory experience

Physical Requirements:

Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively. Sufficient manual dexterity to enable the employee to operate a vehicle, personal computer, telephone, and related equipment. The job involves a considerable amount of movement and activity. Work routinely involves lifting or handling material weighing up to 50 lbs., pushing book carts weighing up to 100 lbs.

Salary & Benefits:

- \$48,750/yearly
- Vacation leave, sick leave, 10 paid holidays, Teachers Retirement System of Georgia
- Optional - Health insurance, dental insurance, flexible spending account

Our Community:

Middle Georgia Regional Library is anchored in Macon, Georgia. Macon is a vibrant community that values education, lifelong-learning, and is highly invested in library service. The community has a rich history, incredible architecture, stunning southern charm, and a soulful musical heritage. The city is home to 5 colleges and universities, 6 museums, sports teams, Ocmulgee National Monument, and numerous parks and festivals. Macon has all of the benefits of a large city with a small town cost of living.

To apply:

E-mail resume, cover letter, contact information for three references, and MGRL employment application (found at biblib.org/employment) to jobs@biblib.org. Incomplete applications will not be considered.

Applicants who are not selected will not receive notification.

First review of applicants is Friday, April 30, 2021 at 12:00 PM.

The expected start date for this position is June 21, 2021.