

De Soto Trail Regional Library is a multi-county system located in rural southwest Georgia. Our system is composed of five libraries: a headquarters and four branches. Our libraries are vital to our small communities, and because of our rural location we offer services that many other larger libraries do not need to offer: faxing, scanning, laminating and Notary Public. Since we have a small staff; each staff member, including the Assistant Director, has to be flexible and willing to assist other staff members as needed.

Applicants for this position must have a Master of Library and Information Science from an ALA-accredited college or university. A professional librarian's certificate from the State of Georgia, grade 5 or higher, and a valid Georgia driver's license are required. Five years of experience working in public libraries is preferred, but, based on qualifications, three years will be acceptable.

The Assistant Director's duties include, but are not limited to the following:

Liaison/courier to branches--must be able to lift heavy book bags (up to 35 lbs.)

Secretary of Regional Library Board

Policy writer

GLASS contact

Safety Coordinator

Grant writer

Library representative at local events

YA and Adult programming and outreach

Circulation desk

3-D printer programming

Basic cataloging

Reference assistance

Participant in statewide library activities

Applicant must maintain knowledge of current professional library activities, procedures and technologies, and be willing to perform other library duties as assigned by Director.

Beginning salary with 3 years of public library experience will be \$53,000 plus benefits.

Resumes and cover letters are being accepted now. Please make submissions to the following address or to the email listed below:

Attn: Lisa Rigsby

De Soto Trail Regional Library

145 East Broad Street

Camilla, GA 31730

For more information please call: Lisa Rigsby at 229-336-8372

rigsby@desototrail.org

Our website is www.desototrail.org.