

Posting Date: December 9, 2024	Removal date: Until Filled
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<b>Location:</b>	<b>DESOTO COUNTY</b>
<b>Position:</b>	<b>BRANCH MANAGER/ LIBRARIAN</b>
<b>Department:</b>	<b>DESOTO COUNTY</b>
<b>Reports to:</b>	<b>JENNIFFER STEPHENSON</b>
<b>Status:</b>	<input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non-Exempt (Full-Time)</b>

**DUTIES AND RESPONSIBILITIES:**

The Branch Manager/Librarian 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, including scheduling, hiring, training, task assignment, motivating, and evaluations. Supports the Library System’s mission, goals, strategic plan, and all policies and procedures. Keeps in touch with library developments by attending in-service workshops and conferences. Help plan special library activities such as the Summer Reading Program, Book Talks, etc. Coordinates the selection of library materials for the branch. Maintains a good relationship with the 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 library experience is required, and some managerial experience required.
- Ability to travel within First Regional Library system.
- Must have the 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 staff, 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 the floor as well set up 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:**

Start range: \$50,000 - \$55,000 annually, depending upon experience and education. Benefits include medical, dental, vision & life insurance; participation in PERS of Mississippi Retirement Plan.

**EDUCATION:**

Master's degree in Library Science from ALA accredited school in public libraries required. A minimum two years of professional library experience required and some managerial experience required.

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