



MIDDLE GEORGIA
REGIONAL LIBRARY

HEAD OF BRANCH
SERVICES



JOIN OUR TEAM!

Are you ready for your next challenge? Are you a leader with a passion for innovation and talent for teamwork? Would you like to join a library system that is experiencing tremendous growth?

As Head of Branch Services at Middle Georgia Regional Library you 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."

One day you'll lead a meeting of branch managers, and the next you'll develop creative solutions to improve staff workflow and patron service. Become an integral part of our forward-leaning, community-embedded library system! Apply today!



OUR WORK CULTURE

Middle Georgia Regional Library fosters a collaborative culture where teamwork is necessary to make a difference. Our staff is the engine that drives our award-winning facilities, innovative programming, and extensive collections.

Diverse backgrounds, identities, and experiences bring unique strengths and perspectives to our team. We embrace each member's unique identity to ensure our service reflects our diverse community.

Staff at MGRL enjoy a generous benefits package which includes 20 days of vacation leave, 10 days of sick leave, 11 paid holidays, membership in the Teachers Retirement System of Georgia, and medical insurance through the State Health Benefit Plan.



POSITION SUMMARY

The Head of Branch Services directly supervises the Head of Washington Memorial Library and the branch managers of the Bloomfield, Lanford, Riverside, Shurling, and Library Annex branches.

Flexibility is a must to provide services that are relevant and accessible to everyone we serve through our community-embedded library. As Head of Branch Services, you will build relationships in the community and contribute to creating a more literate, engaged, and enlightened Middle Georgia.

The ideal candidate will be knowledgeable and energetic with a dedication to public service. If you are an experienced, responsible, and creative person who embraces and thrives in an active, fast-paced, and culturally diverse environment, this position is what you've been searching for.

The current Head of Branch Services is available for a meet and greet with interested candidates who would like to hear more about job responsibilities and typical daily duties. Please reach out to jobs@bibblib.org if you are interested in participating in the meet and greet to learn more about the position.



EXAMPLES OF DUTIES

Leadership

Provides advice to Director on public services, emerging opportunities, and community impact. Provides advice and consultation to Director about library policies and procedures including, but not limited to collection development policy and long-range planning. Interprets, implements, and recommends library policies and procedures.

Participates in the development of information literacy objectives and the coordination of library instruction, in addition to providing instruction sessions as needed.

Management

Administers the department's budget, develops new funding sources, and engages in grant writing. Prepares budget, program, annual, and special reports for the Director. Compiles, analyzes, and reports library usage statistics. Evaluates, manages, and improves workflows to maintain efficient use of library resources.

Communication

Maintains communication within Macon-Bibb and Affiliate libraries as well as the local community to develop effective library services. Conducts public relations programs to increase public awareness and support of library programs and services.

Training

Oversees training and support for all public service staff members. Participates in professional conferences and workshops to keep informed of changes in the library field.

Technology

Plans and implements new information technologies to meet changing needs. Supervises operation of the integrated automated library system. Executes special projects when applicable and performs all other related duties as assigned.





ABOUT MGRL

Middle Georgia Regional Library serves seven counties through 19 locations across central Georgia.

OUR VISION

Our vision for Middle Georgia is a literate, engaged and enlightened and community.

OUR MISSION

The mission of the Middle Georgia Regional Library is to connect all people to the information necessary to improve their lives through excellent services and materials.

OUR VALUES

- Convenient and equal access for all.
- Good stewardship of taxpayer resources.
- Highly skilled library personnel.
- Every user leaves with a good impression.

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.

REQUIRED QUALIFICATIONS

- Master's degree in Library Science from an ALA-accredited university
- 4 – 5 years of related public library experience
- Supervisory experience

BENEFITS

- Vacation (accrual starting at 20 days per year)
- Sick Leave (accrual starting at 10 days per year)
- 11 paid holidays per year
- Macon-Bibb County life insurance
- Teachers Retirement System of Georgia defined benefit retirement plan (401A) – 6% employee contribution, 19.81% (increasing to 19.98% on July 1, 2022) employer contribution
- State Health Plan
- Public Service Loan Forgiveness Program Eligible

COMPENSATION

- The salary for this position starts at \$60,000 annually. Starting salary is dependent upon experience and qualifications.

HOW TO APPLY

E-mail resume, cover letter, three references, and MGRL employment application (found at bibblib.org/employment) to jobs@bibblib.org.

Position is open until filled.

First review of applicants is July 1, 2022 at 12:00 pm.

First round, virtual interviews are anticipated the week of July 4th.

Second round, in-person interviews are anticipated the week of July 11th.

Anticipated start date is August 22, 2022