



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?

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 department heads, 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!



## ABOUT THIS POSITION

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 ideal candidate will be knowledgeable and energetic with a dedication to public service.

The Head of Branch Services directly supervises the branch managers of the Bloomfield, Lanford, Riverside, and Shurling branches. You will also coordinate and manage the day-to-day operations of the Washington Memorial Library, the regional library headquarters.

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.

## ABOUT 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.





## 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.





## COMPENSATION & BENEFITS

Middle Georgia Regional Library offers a generous compensation and benefits package. The salary for this position starts at \$60,000 annually. Starting salary is dependent upon experience and qualifications.

## 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)
- 10 paid holidays per year
- Teachers Retirement System of Georgia (pension plan)

## OPTIONAL BENEFITS

- Health Insurance
- Flexible Spending Accounts
- Dental Plan
- Life Insurance
- Short- and Long-Term Disability Insurance
- Accidental Death and Dismemberment Insurance
- Long Term Care Insurance
- Public Service Loan Forgiveness Program Eligible

## HOW TO APPLY

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

**First review of applicants is Wednesday, November 4 at 12:00 pm.**

To learn more about Middle Georgia Regional Library, visit [bibblib.org](http://bibblib.org).

## ABOUT MGRL

The Middle Georgia Regional Library serves six counties through 15 locations across central Georgia.

The following vision, mission, and values guide our work:

## 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.