

The Harrison County Library System is looking for a skilled leader to become the next Head Librarian for Biloxi, MS.

The primary duties of this position are supervising library operations in our four Biloxi branches, as well as our Local History department, housed in the Biloxi location, and acting as liaison with the City of Biloxi.

Our four head librarians serve on the system leadership team and advise the director on policies, planning, and library services.

This is a full-time, exempt position with a salary range of \$48,000-\$53,000, depending on qualifications and experience.

Benefits include health, life, dental, and vision insurance, 10 paid holidays, participation in the state retirement system (PERS), annual and sick leave.

Please see the description below for full details.

The position is available April 1 and is open until filled.

Interested candidates should send a cover letter explaining why they are a good fit for the position, a resume, and an [application](#) to:

s.ruskey@harrison.lib.ms.us

or

Sarah Crisler-Ruskey, Director
Harrison County Library System
P. O. Box 2999
Gulfport, MS 39505

Job Title:	Head Librarian		
Location:	Biloxi	Classification:	Exempt
Salary:	\$48,000-\$53,000/year	Position Type:	Full-time
Qualifications		Responsibilities and Duties	
ALA-accredited MLIS Degree Two years professional library experience Knowledge of library technology Thorough knowledge of public library philosophy Strong Commitment to public service Excellent written and oral communication skills Excellent supervisory skills		The Biloxi Head Librarian is responsible to the System Director for the administration of a municipal library unit consisting of five agencies: Biloxi Central, Local History and Genealogy, Margaret Sherry, West Biloxi, and Woolmarket within the library system.	
Role and Responsibilities			
<ul style="list-style-type: none"> • Selects, supervises, trains, and evaluates (annually) staff in compliance with System personnel policies • Attends local funder meetings and acts as liaison to local funding entity • Assists Director in preparing annual budget and informs Director of funding needs • Responsible for selection of library materials according to System collection development policy • Directs local library expenditures under adopted annual budget • Originates and submits purchase orders for equipment and supplies to the Director • Maintains a current inventory of equipment • Responsible for maintenance, repair, and security of library building and for maintenance of grounds • Accountable for local petty cash • Reports accurate monthly service statistics to Headquarters • Utilizes various media to publicize library programs and services • Coordinates with Director and colleagues on system-wide concerns and planning • Works with Friends of the Library organization and other civic groups for improved library services • Oversees the receipt, acknowledgement and disposition of gifts made to the local library and ensures compliance with System policies • Supervises use of meeting room and display cases in compliance with System policies • Act as back-up to staff for meeting library service needs and may need to work desk and weekend shifts • Other duties as needed or required by Director 			
REQUIRED HOURS OF WORK: 40 hours per week, flexible schedule to include some evenings and weekends. Position is exempt under federal wage and hour law. See the Harrison County Library System Personnel Handbook for payroll and personnel procedures and for the obligations of both employer and employee.			
Reviewed By:	Name	Date:	Date
Approved By:	Board of Trustees	Date:	March 16, 2020
Last Updated By:	Board of Trustees	Date/Time:	10/27/2021