



# MIDDLE GEORGIA REGIONAL LIBRARY

## EMPLOYMENT OPPORTUNITY

### ***Affiliate Services Coordinator*** ***Starting at \$58,725 per year***

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?

The Affiliate Services Coordinator serves as the certified librarian supporting library services in seven library branches of the affiliate counties served by MGRL. As Affiliate Services Coordinator 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."

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:**

This position works under the supervision of the Director and within the parameters of the library's strategic plan. They have broad

decision-making responsibilities for routine operational matters and some decision-making responsibilities for non-routine matters.

The ideal candidate will be knowledgeable and energetic with a dedication to public service. Additionally, they will have excellent planning, communication, and computer skills. The ability and willingness to quickly learn and teach new skills is also highly desirable.

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 Affiliate Services Coordinator 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@biblib.org](mailto:jobs@biblib.org) if you are interested in participating in the meet and greet to learn more about the position.

#### **Examples of duties:**

This position drives to each branch a minimum of twice per week to provide certified librarian support.

This support includes:

- Transporting books and materials to the counties
- Supporting branch managers
- Reviewing facilities
- Evaluating collections
- Managing book budgets
- Teaching computer classes
- Attending official meetings as assigned by Director
- Providing guidance on MGRL policies, procedures, and strategic plan vision
- Other duties as assigned

**Required qualifications:**

- Master's degree in Library Science
- 2 - 4 years of increasing responsibility and experience in a library environment
- Valid driver's license and good driving record
- Supervisory experience (preferred)

**Physical Requirements:**

Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively. Sufficient manual dexterity to enable the employee to operate a vehicle, personal computer, telephone, and related equipment. The job involves a considerable amount of movement and activity. Work routinely involves lifting or handling material weighing up to 50 lbs., pushing book carts weighing up to 100 lbs.

**Compensation:**

The salary for this position starts at \$58,725 annually. Starting salary is dependent upon experience and qualifications.

**Benefits:**

- Vacation (accrual starting at 20 days per year)
- Sick Leave (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, 20.78% employer contribution
- State Health Benefit Plan (medical insurance)

**About MGRL:**

Middle Georgia Regional Library serves seven counties through 18 locations across central Georgia.

**Our Vision:**

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

**Our Mission:**

The mission of 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
- All are treated with kindness and respect

**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.

**How to apply:**

E-mail resume, cover letter, contact information for three references, and MGRL employment application (found at <https://shorturl.at/cowzY>) to [jobs@bibbli.org](mailto:jobs@bibbli.org).

First review of applicants is Thursday, February 26th at 12 PM.