

Position:	Librarian IV - Assistant Director, Collections and Technology Services
Library/City	Jackson-George Regional Library System, Pascagoula
Date Posted	12/20/2021
Date Expires	01/20/2022
Date Available	Tuesday, March 1, 2022
Responsibilities	<p>DUTIES AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Oversee system-wide administration and supervision in the absence of JGRS library director as instructed. 2. Manage branch libraries in the event of extended absence of branch manager as needed and assigned by Library Director. 3. Review all incident and accident reports involving customers and/or staff received from administrators, managers/PICs or department heads in the library system and consult and collaborate with other directors as needed on resulting library reactions. 4. Supervises cataloging and classification, processing, and distribution of library materials. 5. Assists with cataloging and classification of library materials to eliminate backlog as needed. 6. Manages interlibrary-loan services in a cost efficient and timely manner. 7. Monitors Facilities Helpdesk activities to serve as back-up during the absence of the Facilities Manager. 8. Actively participates in professional organizations and remains informed of current developments in librarianship. Attends ILS vendor workshops and conferences and actively participates in professional organizations such as the Mississippi Library Association (MLA). 9. Prepare statistical, annual and other reports, as needed. 10. Work on any project, at the discretion of the Director, concerning operation of the library system and/or service delivery, including writing and updating policy. 11. Actively serves on Director's Leadership Team and other committees established by the director, and brings issues to the attention of the director as needed. 12. Develop a basic knowledge of the functions and responsibilities of other key administrative staff. 13. Develop and maintain a keen awareness of the issues facing the communities in our service area especially as they relate to library services. 14. Coordinates or assists managers under this position's immediate supervision with coordinating staff workflow. 15. Monitors the Collection Management Services budget and recommends changes as needed. 16. Evaluates work performance of staff under this position's immediate supervision. 17. Participates in the hiring process serving as an interview team member. 18. Provides and/or coordinates training and disciplines staff as required. 19. Develop and maintain a thorough knowledge of the Integrated Library System (ILS) and related products. 20. Assists in budget preparation and grant writing and monitoring. <p>Other Responsibilities</p>

- Assist auditors as needed during annual audit process.
- Cross trained and qualified to provide assistance, back-up as needed, to prepare the docket and the addendum to the docket.
- Prepares emergency purchase orders during Purchasing Agent’s absence.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment.

Requirements

1. Master’s degree in library science from an ALA-accredited graduate school.
2. Five years successful administrative and management experience in a library after receiving the master’s degree in library science.
3. Proven ability to effectively interface with other professional and administrative staff, library employees, library trustees, local government officials, community leaders and local groups and organizations.
4. Demonstrated leadership, management, supervisory, planning, organizational, motivational, and interpersonal skills.
5. Effective verbal and written communication skills, including public speaking skills.
6. Hands-on, working knowledge or daily library experience with current computer technology and automated or integrated library systems, OCLC, on-line searching, US Marc format, interlibrary loans, cataloging practices using standard rules, and Dewey Decimal Classification.
7. Physical Requirements, Moderate Work: must have ability to hear, bend, stoop, push, pull, squat, reach above shoulder level and lift and move objects up to 25 pounds, and/or occasionally exert force equivalent to lifting up to approximately 50 pounds. Incumbent must have the ability to climb a step stool, ladder, move a book truck, and perform other activities required to 1) maintain collections, 2) catalog, process, and distribute library materials, or associated with 3) transporting library equipment.
8. Valid driver’s license and access to a reliable vehicle.

KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough knowledge of currently accepted principles and best practices in public library administration, philosophy, ethics, management and services.
2. Proven skills in project management, organization of work groups and teams, and personnel development.
3. Ability to successfully implement a planning process, including data collection and analysis, setting goals and objectives, and monitoring progress in reaching goals and objectives.
4. Ability to establish and maintain effective working relationships with employees and associates with differing opinions and backgrounds.
5. Ability to organize, train, direct, motivate and evaluate personnel.
6. Ability to analyze needs and problems and to develop and communicate cost effective, creative and efficient solutions.
7. Ability to make sound decisions based on approved policies and procedures, personal judgment, and verifiable data.
8. Ability to prioritize, effective time management, leadership, listening and other interpersonal skills.

Salary & Benefits

\$55,550 - \$60,000 (dependent on experience and qualifications)
with an Excellent benefits package

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Contact	To Apply: Must meet minimum qualifications to apply. Submit a formal letter of interest and resume to Angela Stewart, Director, Jackson-George Regional Library System; 3214 Pascagoula Street, Pascagoula, MS 39567 or via email Director@jgrls.org Candidates selected for interview are required to provide an official copy of graduate school transcripts.
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Location (Library or institution name)	Jackson-George Regional Library System
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Place/Environment	Pascagoula, MS
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