

Position/Vacancy Announcement
The Library of Hattiesburg, Petal and Forrest County
Available Position: Director (FSLA Exempt)

Open: Immediately (April 1, 2022)

Application In-House Deadline: May 31, 2022

Available: December 1, 2022

Interview: June - July 2022

Salary: \$85,000, Negotiable based on experience and training

Hours: Fulltime (40 hours/week), some evenings, weekends, and overtime as required

Benefits: Participation in Mississippi Public Employees' Retirement system (PERS), State health and life insurance program, 8 hours sick leave per month and 11.33 hours annual leave per month. Job related travel expenses reimbursed.

The Board of Trustees of The Library of Hattiesburg, Petal and Forrest County is seeking an innovative, community-minded person to provide leadership and direction for the continued development of our vibrant and vital library system. The Library of Hattiesburg, Petal and Forrest County serves a county-wide population of more than 75,000, through its two facilities in Hattiesburg and Petal. The Library enjoys the support of an engaged board of fifteen (15) Trustees and an involved, friendly staff.

The ideal candidate for this position is motivated, has a positive attitude, and is committed to providing exceptional library service throughout the entire service area of Hattiesburg, Petal, and Forrest County. The successful candidate must be organized, flexible and responsive to the changes and challenges of the Library's daily, dynamic operation.

ESSENTIAL JOB FUNCTIONS

The director reports to the fifteen member Board of Trustees. The Board of Trustees delegates active management of the library system to the director, including:

- Advising on policies and innovations necessary to meet the Library's mission and regularly communicating on matters that affect policy.
- Providing accurate and complete reports to the Board of Trustees during each monthly meeting and at such other times as are necessary relative to activities and potential issues regarding Library operations.
- Administering and establishing procedures according to policies established by the Board of Trustees.
- Providing statistical reports for review of the Board of Trustees.
- Employing staff with the approval of the Board of Trustees, prescribing staff duties, mentoring and supervising all librarians, assistants, substitutes, and volunteers for the library, and removing staff for cause.
- Preparing a proposed annual budget reflecting the Library's priorities and presenting in a timely fashion to for the Board of Trustees for approval, presenting the approved annual budget to local governing authorities as needed, and preparing a proposed amended budget (if needed) for presentation to the Board of Trustees for approval.

- Providing financial, staffing, and other reports for review and approval at Board of Trustee meetings.
- Seeking alternate sources of funding for library services, including Federal, state, local and private grants.
- Building positive relationships with local and state governing officials.
- Developing advocates and partnerships with local community groups, including development of outreach activities and programming.
- Overseeing the maintenance and safety of the Library buildings and grounds.
- Developing community based programming in the humanities.
- Performing other duties and responsibilities as needed.
- Using personal vehicle for library business and maintaining vehicle in road worthy condition in compliance with State law, and maintaining automobile insurance and providing proof to the Library as requested

QUALIFICATIONS

- Candidates must have a Masters of Library Science from an ALA accredited program. (Library must receive an official transcript mailed from the institution).
- Candidates must have a minimum of eight years of public library experience.
- Candidates must have a minimum of four years of library administration experience.
- Candidates must demonstrate a positive and enthusiastic commitment to providing excellent public library service for this community.
- Candidates must have strong interpersonal skills.
- Candidates must be able to communicate clearly, diplomatically and in a friendly and positive manner with people from diverse ethnic, socioeconomic and cultural backgrounds.
- Candidates must have current working knowledge of PC's in a Windows environment, and of innovations, trends and applications in library technology. Knowledge of, and experience with, SirsiDynix library automation or a similar system is desirable.

This position works within the framework of established policies and procedures to provide day to day management of all operations of the Library in its two facilities.

APPLICATIONS: Applications may be obtained from Naomi Warden, Office Manager; 329 Hardy Street / Hattiesburg, MS. 39401, 601.582.4461, or from the Library's website <https://hattlibrary.org/employment/> . Upon receipt of a completed application form, selected applicants will be contacted to schedule an interview.