

Position	Librarian
Library/City	Scooba, MS
Date Posted	05/09/2022
Date Expires	05/23/2022
Date Available	
Responsibilities	<p style="text-align: center;"><b>Description</b></p> <p>The Librarian is responsible for the overall supervision of the campus library operations and staff, and works with library personnel to provide appropriate services for students, faculty, staff, and community patrons. The Librarian reports to the Associate Dean of Instruction for their respective campus and provides reports and information necessary to promote circulation, maintenance of reference media, and information literacy.</p> <p style="text-align: center;"><b>Duties</b></p> <p>Recommends the selection of professional, staff and student assistants to be employed in the libraries:</p> <p>Assists in collection development by reviewing selection aids, collaboration with faculty and staff, and submitting requisitions with appropriate approval and within budgetary allowances;</p> <p>Develops policies and procedures directly related to the accurate record-keeping for the usage of all materials and sees that they are properly carried out;</p> <p style="padding-left: 40px;">Maintains an accurate record of all library receipts;</p> <p style="padding-left: 40px;">Maintains overdue records, mails notices, applies and removes library holds;</p> <p>Assists in establishing governing procedures and sees that they are properly carried out;</p> <p>Assists in training and supervising student workers, including the management of time sheets;</p> <p>Performs other assignments, such as making IDs, circulation, shelving, reference, bound periodical maintenance, information literacy and online database instruction;</p> <p>Maintains inventory records, while assisting in regular inventories, acquisitions, and weeding of collections</p>
Requirements	<p style="text-align: center;"><b>Education:</b> Master of Library Science is required</p> <p style="text-align: center;"><b>Skills:</b> Strong work ethic, excellent communication, and interpersonal skills, required;</p> <p style="text-align: center;">Office management skills, required;</p> <p style="text-align: center;"><b>Work Experience</b> include required number of years documented experience in a comparable/related position: 3 or more years of experience working in libraries preferred, 2 years required,</p> <p style="text-align: center;"><b>Other Qualifications:</b> Experience working at a community college, preferred</p>
Salary & Benefits	Commensurate with Education and Experience
	Dr. Jairus L. Johnson, Dean of Instruction-SC Campus

Contact

JJohnson@EastMS.edu

Location (Library or  
institution name)

East Mississippi Community College

Place/Environment

1512 Kemper Street, Scooba, MS 39358