

Position:	Librarian III, Branch Manager
Library/City	Pascagoula Public Library, Pascagoula, MS
Date Posted	05/05/2022
Date Expires	06/05/2022
Date Available	Friday, July 1, 2022

The Branch Manager will be responsible for the management, supervision and development of the Pascagoula Public Library. The Branch Manager reports to the Assistant Director Branch Services and works closely with other administrative staff. Approximately eleven people report directly to the Branch Manager including Library Assistants, Library Clerks and Library Page positions.

The employee holding this position will, through open and continuous channels of communication with subordinates, colleagues, and superiors, complete all tasks necessary for the efficient and effective operation of the Pascagoula Public Library and the youth department. Employees in this job classification are expected to possess the knowledge, skills, and abilities needed to complete all assigned tasks in an efficient, accurate and timely manner.

This is a professional librarian position at the upper management level involving the application of professional knowledge and interpersonal and management skills and abilities. Work is performed in accordance with Regional Library Board of Trustees approved policies and procedures and other directives as issued by JGRLS Regional Board of Trustees, Director, Assistant Directors and Library Administration.

Candidates for this position must complete an application for employment and provide an official copy of graduate school transcript. Reference checks will be conducted on all candidates selected for interviews.

The employee holding this position is subject to an initial nine-month probationary period. All performance evaluations during and after this probationary period are conducted by the director.

**DUTIES AND RESPONSIBILITIES**

Responsibilities

1. Responsible for the management, supervision and development of the Pascagoula Public Library.
2. Work with branch and system staff to develop a series of programs for various age groups and the general public to be presented at the library throughout the year.
3. Develop awareness and understanding of community concerns, issues, and interests. Become involved in the community, with active membership in at least one major civic organizations serving residents of Pascagoula.
4. Responsible for maintenance of facilities and grounds, working with the Assistant Director to develop and implement plans.
5. Organize, train, direct, schedule, motivate and evaluate paid and volunteer personnel.
6. Analyze personnel, budget, services, equipment and facility needs and problems and recommend cost-effective and efficient solutions appropriately.

7. Plan and perform materials selection, weeding, and other collection development activities, in accordance with established policies.
8. Conduct orientation and other training, re-training and cross training programs for personnel as needed.
9. Communicate, model, and implement approved policies and procedures in a timely and effective manner.
10. Serve as the primary liaison with JGRLS administrative staff.
11. Prepare forms and reports as needed, scheduled or requested, including purchase orders, monthly schedules, branch statistics, requests for public relations services, and inventory reports and other reports as needed.
12. Closely monitor expenditures of all departments and staff supervised.
13. Support the activities of the Friends, Library Advisory Board, GLH Department, and other groups working to support the Pascagoula Public Library and/or JGRLS.
14. Stay current with developments in the field of librarianship through professional reading, association memberships, and attendance at professional workshops and conference and participation in in-house and online training as requested.
15. Schedule and conduct regular branch staff meetings.

#### MINIMUM QUALIFICATIONS

1. Masters degree in Library Science from an ALA-accredited graduate school.
2. Five years successful professional public library experience, with at least two years in a supervisory position.
3. Effective oral and written communication skills.
4. Demonstrated commitment to customer service, community involvement, networking, resource sharing, staff development and in-service training.
5. Knowledge of current technologies available to library staff and patrons.
6. Knowledge of integrated library systems and recent experience using them.
7. Active membership in one or more library-related professional organizations.
8. The person holding this position must have the ability to bend, stoop, push, pull, squat, crouch, reach above shoulder level, and lift and move objects up to 25 pounds.
9. Valid driver's license and access to reliable transportation.

#### PREFERRED SKILLS AND KNOWLEDGE

1. Experience managing a staff of 5 or more at varying levels of experience, education and a wide range of responsibilities.
2. Experience as primary writer in successfully seeking grant funds to enhance library facilities and/or services.
3. Experience recruiting and managing volunteers.

#### KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of currently accepted best practices in public library organization, management and services.
2. Ability to organize, train, supervise, motivate and evaluate personnel.
3. In-depth knowledge of current library technologies and integrated library systems.
4. Ability to establish and maintain effective working relationships with superiors and co-workers, library users, Jackson George Regional Library System Board of Trustees, local governmental officials, members of Friends' groups, Genealogy and Local History Department Manager, local history organizations, civic leaders, educational institutions, and the general public.
5. Ability to analyze needs and problems and to create and communicate effective and cost-effective solutions.
6. Ability to make sound decisions based on approved policies and procedures, personal judgment, and verifiable data.

Requirements

7. Effective listening, problem solving, conflict management, and other interpersonal skills.  
8. Ability to manage time well and train others to work effectively and efficiently.  
9. Commitment to maintain confidentiality of customers' library records and activities.  
10. Effective oral and written communication skills, including public speaking skills.  
11. Ability to work under pressure and maintain professional attitude and demeanor under adverse conditions and challenging circumstances.  
12. Ability to serve continuously as a role model for staff, as well as colleagues and coworkers throughout the system.

The salary range for this position is \$50,000 - \$56,000 and is eligible for 100% Board approved employee benefits.

This position is a full-time, 37.5 hour per week, salaried position. Normal work schedule may include day, evening and some Saturday hours. The employee's work schedule may vary from time-to-time contingent on the needs of the Branch, the Library System and the Director.

The position of Librarian III (F/T) Branch Manager, Pascagoula Public Library is classified as "non-exempt" under the provisions of the Fair Labor Standards Act Amendments of 1985.

The employee holding this position must: (1) meet employment eligibility requirements as set forth in the Immigration Reform and Control Act of 1986 and the implementing regulations, (2) read, understand and sign the Library System's Personnel Policies, (3) read, understand and sign the Library System's Drug-Free Work-Place Policy and Employee Memorandum and (4) read, understand and sign other Library System policy/procedure statements pertinent to this position.

Go to <http://www.jgrls.org/services/employment.html> to download an application. Please send your resume, a letter of interest, and a completed job application via email to [HR@jgrls.org](mailto:HR@jgrls.org) or USPS to Angela Stewart, Library Director, Jackson George Regional Library System, 3214 Pascagoula Street, Pascagoula, MS 39567.

Jackson George Regional Library System

Salary & Benefits

Contact

Location (Library or institution name)

Place/Environment