

MADISON COUNTY LIBRARY SYSTEM  
An Equal Opportunity Employer

**Job Announcement: Circulation Librarian, Ridgeland Public Library**

**Basic Function:** Must have great interpersonal communication skills and enjoy working with people, as this job requires a high level of interaction with the public. An ability to multi-task and prioritize while exceeding the needs of our patrons is also desired.

**Required Knowledge, Skills, Abilities:** Undergraduate degree, customer service and computer experience required. Previous library experience preferred.

**Essential duties and responsibilities:**

Duties and responsibilities include the following but are not limited to:

- Will work under the supervision of the Head Librarian and Branch Manager
- Registering patrons, issuing cards, and updating records
- Collecting monies, using the cash register
- Checking materials in and out using the automated library system
- Calling patrons regarding in-house holds
- Answering telephones, providing routine information, referring and transferring calls
- Provides research assistance and reference and readers' advisory services to the public
- Assisting patrons with computer activities, such as basic level word processing, email tasks, and search activities
- Providing access as needed to the Genealogy and History collection
- Assisting with shelf reading, shifting books and re-shelving materials as needed
- Responding promptly and courteously to resolve patron complaints
- Referring patrons, whose complaints cannot be resolved, to the Head Librarian
- Other duties as assigned by Branch Manager

**Physical Requirements:** *Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing normal duties of this job, employees may be required to sit or stand for longer periods of time and/or move from one area of the library to another. The employee may be required to climb ladders or step stools, stoop, bend, kneel, reach, push or pull loaded book carts, lift and carry stacks of books, or move boxes of materials of considerable weight from one location to another. The employee may be required to lift up to 35 pounds. The employee should have sufficient vision and hand/eye coordination to perform repetitive movements and job duties. Tasks require visual perception and discrimination as well as oral communications ability. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**HOURS:** This is a full-time, non-exempt position. Hours and workdays will vary between all branches of MCLS and include evening and/or weekend hours.

**Salary & Benefits: \$23,000 - \$26,500** Salary is commensurate with education and experience. A comprehensive state benefits plan includes paid holidays and sick leave, health and life insurance, basic dental and vision insurance, state retirement, and deferred compensation.

**Posted:** November 10, 2022

**Application Deadline:** Open until filled

**Available:** Immediately

**Contact:** Submit resume, cover letter, and employment application online at <http://www.mclsms.org/employment.php>, in person at any MCLS branch or by mail to MCLS Director, Madison County Library System, 102 Priestley Street, Canton, MS 39046.

**All applicants are required to fill out a complete and accurate MCLS job application.** Resumes supported by transcripts, copies of degrees and continuous education certificates are helpful in our giving consideration to your full qualifications.

**This job description is subject to change by the employer as the needs of the employer and requirements of the job change.**

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