

Position	Librarian
Library/City	Scooba, MS
Date Posted	01/10/2024
Date Expires	1/24/2024
Date Available	
Responsibilities	<p style="text-align: center;">Duties</p> <ol style="list-style-type: none"> 1. Recommends the selection of professional, staff and student assistants to be employed in the libraries; 2. Assists in collection development by reviewing selection aids, collaboration with faculty and staff, and submitting requisitions with appropriate approval and within budgetary allowances; 3. 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; 4. Maintains an accurate record of all library receipts; 5. Maintains overdue records, mails notices, applies and removes library holds; 6. Assists in establishing governing procedures and sees that they are properly carried out; 7. Assists in training and supervising student workers, including the management of time sheets; 8. Performs other assignments, such as making IDs, circulation, shelving, reference, bound periodical maintenance, information literacy and online database instruction; 9. Maintains inventory records, while assisting in regular inventories, acquisitions, and weeding of collections;
Requirements	<p style="text-align: center;">Education: Master of Library Science is required</p> <p style="text-align: center;">Skills: Strong work ethic, excellent communication, and interpersonal skills, required; Office management skills, required;</p> <p style="text-align: center;">Work Experience 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;">Other Qualifications: Experience working at a community college, preferred</p>
Salary & Benefits	Commensurate with education and experience
Contact	<p style="text-align: center;">Office of the Director of Human Resources 1512 Kemper Street Scooba, Mississippi 39358 662.476.5274</p>

Location (Library or institution name)	East Mississippi Community College in Scooba, MS 39358
Place/Environment	Rural