The Board of Trustees of the South Mississippi Regional Library (SMRL) seeks a forward-focused and highly motivated individual to serve as its next Library Director. The Library Director administers a two-county library system in South Mississippi with a total budget of just under $500 thousand with nine full-time employees and 5 part-time employees. With locations headquartered in Columbia (Marion County) and branches located in Prentiss and Bassfield (Jefferson Davis County), the library system provides materials and services to all ages. The library system receives funding from state, federal, and local government agencies as well as from Friends of the Library. The mission of the South Mississippi Library System is to inspire, encourage, and promote intellectual advancement in our communities by providing access to information in a welcoming environment. Columbia is the county seat of Marion County, which has a population of 24,378. Prentiss is the county seat for Jefferson Davis County, which has a population of 11,134. Marion County offers many cultural and recreational activities for its communities and the surrounding area. The small, charming city of Columbia is located 75 miles from Jackson, 32 miles from Hattiesburg and the University of Southern Mississippi, and 91 miles from New Orleans.

**Requirements:** Anapplicant should possess a Master’s degree in Library and Information Science from a college or university that is preferably ALA accredited. However, applicants currently pursuing that degree may still be considered. Applicants must possess excellent communication skills, both verbal and written, as well as a broad knowledge of literature and current culture. At least three years of library experience is preferred. Applicants should have administrative experience and a working knowledge of bookkeeping and personnel administration.

**Salary and Benefits:** Salary range is $40,000-$45,000. Full state benefit package includes state health insurance, paid state-approved holidays throughout the year, paid sick and vacation leave, and state retirement.

SMRL is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits training and apprenticeship. SMRL makes hiring decisions based solely on qualifications, merit, and business needs at the time.

**Responsibilities:** The Library Director administers, develops, and coordinates the work of the library system and staff in both Marion and Jefferson Davis counties. He or she performs managerial duties related to personnel, budget, collection development, building maintenance, and library operations and services in conformity with the policies established by the SMRL Board of Trustees. Also, the Library Director establishes goals that align with the library system’s mission and objectives to increase community participation in library activities and increase visibility and support for the libraries in both media, community groups, Friends’ organizations, and the public. The Library Director also embraces and implements technology. The above list is not intended to be an inclusive list of responsibilities. A full job description is available at www.smrl.lib.ms.us

**To Apply:**  Completed application and resume may be mailed, faxed, or emailed to the Board of Trustees. Application may be found at [www.smrl.lib.ms.us](http://www.smrl.lib.ms.us)

Contact: Mrs. Joan Bass, SMRL Board of Trustees

 900 Broad Street

 Columbia, MS 39429

 Phone: 601-765-5539

 Fax: 601-690-0864

 Smrltrustees24@gmail.com

**Posting:**

Open Date: January 26, 2024

Close Date: Until filled

 **Library Director**

**Pay Grade: Dependent on Experience**

**Last Revised: January 24, 2024**

**Last Reviewed: January 24, 2024**

***Overview***

The Library Director develops, administers, supervises, and coordinates the work of the Library and staff, performs managerial duties related to personnel, budget, collection development, building maintenance, and library operations and services in conformity with the policies established by the Board of Trustees.

***Essential Functions and Duties***

* Plans, implements, and evaluates library services.
* Develops, implements, and evaluates long and short-term goals and objectives.
* Develops and administers policies concerning library operations, budgets and

programs.

* Handles complaints in accordance with policy.
* Provides supervision and delegates responsibilities to the library staff.
* Recruits library personnel; recommends promotions, transfers, or termination of

staff.

* Organizes, trains, assigns, and evaluates personnel.
* Conducts staff meetings.
* Prepares the annual budget and presents it to Library Board for approval.
* Presents approved budget to Marion and Jefferson Davis Boards of Supervisors and Bassfield, Prentiss and Columbia Boards of Aldermen for approval and allocation.
* Presents budget to Library Board for adoption upon budget allocation decision by funding authorities.
* Directs and controls the expenditure of fund allocations within constraints of

approved budgets.

* Purchases new equipment and furnishings.

Accepts and acknowledges gifts of money and library materials.

* Pursues additional funds via grants and fundraising.
* Prepares financial and statistical reports to Library Association and State Library.
* Prepares Library Board agenda, co-ordinates with Board members on meetings, posts meeting announcements to the public. Reports to Library Board.
* Supervises maintenance of library buildings, equipment, and furnishings.
* Oversees equipment, furnishings and materials collection.
* Oversees the evaluation of the collections for balance and comprehensiveness.
* Cooperates with community groups and city officials to implement library

services.

* Maintains open communication with Boards of Supervisors and City Aldermen.
* Speaks before local groups as needed.
* Oversees and approves scheduled use of library by outside groups.
* Prepares questionnaires and surveys to evaluate public responses to the library.
* Keeps informed of current developments in the library field by attending workshops,

professional meetings, and reading current literature.

* Maintains membership in professional organizations.
* Provides direct services to patrons as needed

***Qualifications***

*Education and Experience*

* Master's Degree in Library Science from an accredited college or university.
* Three years of progressively responsible library administration experience in a supervisory capacity is preferable.

*Skills*

* Excellent communication skills and organizational skills.
* Ability to administer the activities of a public library and to supervise the work of

others.

* Ability to develop short- and long-term plans, and objectives.
* Maintains knowledge of standard library principles and practices, concepts of

freedom of speech, copyrights, collection development, patron confidentiality,

censorship, and other library ethical issues.

* Proficient with computers, library software, internet and digital communications.
* Ability to establish and maintain effective working relationships with

superiors, subordinates, associates, officials of other agencies, and the general

public.

* Ability to maintain composure in stressful work situation.

*Work Location and Schedule*

* In person with some travel between branches.
* Monday-Friday and some Saturdays as needed.
* Full time hours 37.5 per week.

South Mississippi Regional Library System

APPLICATION FOR EMPLOYMENT

**PERSONAL INFORMATION DATE OF APPLICATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name:**

 Last First Middle

**Address:**

 Street (Apt) City, State Zip

**Alternate Address:**

 Street City, State Zip

**Contact Information:** ( ) ( )

 Home Telephone Mobile Email

**Alternate Phone:\_\_(\_\_\_\_)\_\_\_\_\_\_\_\_\_\_**

**POSITION SOUGHT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Temporary\_\_\_ Regular \_\_\_**

**Are you currently employed?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Available Start Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are you a U. S. Citizen?\_\_\_\_\_\_\_\_ (Proof required upon hire) If no, do you have the legal right to work in the USA?**

**Have you ever been convicted of a crime? If yes, please explain on the back of this application.**

**EDUCATION**

 **Name and Location Graduate? – Degree? Major / Subjects of Study**

|  |  |  |  |
| --- | --- | --- | --- |
| High School |  |  |  |
| **College or University** |  |  |  |
| **Specialized Training,****Trade School, etc…** |  |  |  |
| Other Education |  |  |  |

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above- mentioned position.

**PREVIOUS EXPERIENCE**

***Please list beginning from most recent***

**Dates Employed Company Name/Location Role/Title Supervisor Name/Phone**

|  |  |  |  |
| --- | --- | --- | --- |
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**Job notes, tasks performed and reason for leaving:**

**Dates Employed Company Name/Location Role/Title Supervisor Name/Phone**

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**Job notes, tasks performed and reason for leaving:**

**Dates Employed Company Name/Location Role/Title Supervisor Name/Phone**

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**Job notes, tasks performed and reason for leaving:**

**Dates Employed Company Name/Location Role/Title Supervisor Name/Phone**

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**Job notes, tasks performed and reason for leaving:**