

FIRST REGIONAL LIBRARY**JOB VACANCY NOTICE: OXFORD, MS**

Posting Date: February 15, 2024

Removal date: Until Filled

Location:	OXFORD, MS
Position:	PUBLIC SERVICES LIBRARIAN
Department:	OXFORD
Reports to:	MERIDITH WULFF
Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt (Full-Time)

DUTIES AND RESPONSIBILITIES:

This position will be responsible for providing specialized adult training and programming, collection analysis, Readers' Advisory, and in-depth reference assistance, including providing patrons with resources and referrals for the Branch. Serves as a public services leader among all circulation staff. Assists with material selection and weeding of the branch collection, including reference, adult fiction, and adult non-fiction. Coordinates the timely book displays of interest to the community. Works with community groups and organizations in partnerships of programming and other endeavors. Keeps in touch with professional library developments by attending conferences, reading professional literature, and by taking an active part in professional activities within the Region. Schedules and supervises Circulation Staff. May serve as person in charge of the library in the absence of the Branch Head Librarian.

MINIMUM REQUIREMENTS:

- Proactively provides a high level of customer service and assists patrons through various aspects of utilizing the library, including expert level reference service in person and over the phone.
- Initiates the development, implementation, and promotion of adult programs to increase awareness of library resources. Works with and encourages Library Assistants to plan and implement adult programs.
- Provides readers' advisory to patrons (in person and virtually) using appropriate sources of information, including knowledge of the collection, the publishing industry, and relevant resources.
- Conducts user-focused reference interviews emphasizing active listening skills, feedback, and assessment utilizing information research and delivery skills.
- Uses all available resources, including interlibrary loan, and makes referrals to the Branch Head Librarian or the Assistant Director for Public Services when questions posed are beyond the scope of branch resources.
- Maintains awareness of community programming partnerships that are available and works to establish a rapport to enhance the library's adult program offerings.
- Plans and implements adult outreach efforts on behalf of the branch, with the support of the Branch Head Librarian and other library staff.
- With the Branch Head Librarian, learns any new services and/or changes to policies that must be communicated or promoted to the library's patrons; works with staff to make these changes in a positive manner.
- Ability to exercise judgment and tact when dealing with difficult patrons, implementing available resources when needed to follow library system policies in communication of patron Rules of Conduct, and other directives.
- Ability to think quickly and rationally in dealing with the various situations that are present in a sometimes fast-paced public library setting.
- Ability to work independently with limited direction.
- Acts with the patron in mind using information gained from interacting with the patrons.
- Exhibit a positive and enthusiastic approach to public library service.
- Ability to lift/move library materials from overhead and the floor as well set up tables and move chairs for library programs
- Provides positive, professional service to the public.
- Plans, promotes, and conducts adult programs at the Library and in the wider community.
- Provides reference and readers' advisory services to library users.
- Ability to communicate effectively, patiently, and courteously with Library staff and patrons.
- Prefer focus on reference, adult services, and reader's advisory services.
- Directs the staff and work flow at the library's circulation desk.
- Must be able to work evenings and weekends as needed.
- Perform other duties as assigned or required.

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BENEFITS AND SALARY:

Start range: \$43,000 - \$48,000 annually, depending upon experience and education. Benefits include medical, dental, vision & life insurance; participation in PERS of Mississippi Retirement Plan.

EDUCATION:

- Masters' of Library and Information Science Degree from ALA-accredited institution of higher learning required.
- Two years of experience in a public library.

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