

Position	Director
Library/City	Northeast Regional Library (Corinth)
Date Posted	04/28/2025
Date Expires	05/30/2025
Date Available	
	<p>Coordinate activities between the branch libraries and the various departments of the HQ library.</p> <ol style="list-style-type: none"> 2. Prepare materials for quarterly regional Board meetings that cover all aspects of library service. Write grants, prepare budgets, assist the Board with policies, and maintain library services. 3. Oversee the purchase of all materials and services needed for the operations of the library system. 4. Develop and maintain an active public relations program including print, radio and on-line coverage. Engage in speaking engagements that promote library services. 5. Participate in professional organizations as possible. 6. Attend library conferences, lectures, workshops and other events as part of the Northeast Regional Library continuing education directives. 7. Provide professional advice, assistance and supervision to all department heads. 8. Represent the library in cultural, civic, educational, business and industrial activities. 9. Keep all necessary records for the library system as required by state law and by record retention guidelines. 10. Build and improve the Northeast Regional Library's collections of materials. 11. Schedule periodic visits to the branch libraries to foster inter-library cooperation. 12. Meet with county and local boards as needed. 13. Prepare reports as needed. 14. Continually revise and update the Trustee Policy Manual and provide Trustee Training. 15. Employ and supervise personnel. 16. Recommend promotions and merit increases if funds allow. 17. Hold an annual staff meeting for general discussion and information. 18. Follow guidelines for library reporting required by MLC – Accreditation Report, Audit, Grant Final Reports, Annual Statistical Report, and Board and Director Evaluations. <p>#1 Duties – Troubleshooting and problem-solving issues with all areas below as they arise.</p> <p>Staff Management</p> <ul style="list-style-type: none"> • Answer staff questions regarding leave, holidays, and other benefits. <ul style="list-style-type: none"> • Approve all leave for staff. • Check timesheets for each staff member monthly. <ul style="list-style-type: none"> • Approve monthly payroll reporting. • Plan, advertise, interview, and arrange training for all open positions as they occur. <ul style="list-style-type: none"> • Create monthly staff calendar of deadlines, events, etc. • Plan and execute training events for staff, particularly yearly Staff Meeting and Summer Library Program training. <ul style="list-style-type: none"> • Communicate with staff via email or virtual meeting.

Responsibilities

- Resolve conflicts among staff members and issue disciplinary actions as necessary.
- Meet with other library departments (Technology, Collection Development, etc.) to make sure operations are going smoothly.
 - Research HR related issues.
- Financial Management
 - Review monthly finances to make sure budget is on track.
 - Approve daily expenses.
 - Prepare and organize each year's NERL budget.
 - Arrange for yearly audit.
- Create yearly budget for Corinth Building Board and attend all meetings to ensure correct fiscal and legal actions are being taken. Also give updates to this board regarding NERL policies, programs, etc.
- Advocacy
 - Arrange for publicity for programs and activities.
 - Write social media posts for region.
 - Write press releases for newspapers and website.
- Communicate with elected officials (town/city, state, national) regarding library issues.
- Build partnerships with others in the community – patrons, schools, businesses, civic groups, etc.
- Select weekly/monthly book giveaways on social media.
- Program Planning
 - Plan new programs and services.
 - Advise staff regarding programming & services.
 - Arrange for monthly books giveaways via social media.
- Attend virtual and in-person training events, as well as watch recorded sessions as possible.
 - Write grants as time allows.
 - Research new trends in library services.
- Policies and Procedures
 - Answer staff questions about policies & procedures.
 - Review policies every 3-5 years and amend as necessary.
 - Create new policies as need arises.
- Facilitate NERL Board activities
 - Create agenda for meetings.
- Go over financial and circulation reports and documents to present to board at each meeting.
- Stay in contact with board members regarding meeting attendance, upcoming new policies, and any special events.
- Walk board through all points on the agenda at meetings.
 - Plan training for board members for each meeting.
 - Orientate new members as necessary.
- Patron Communication
 - Answer phone calls and emails from patrons.
- Address patron comments (whether positive or negative) with appropriate staff and patrons as issues arise.
- Mississippi Library Commission
 - Keep MLC consultant advised of all operations and seek advice as necessary.
- Submit paperwork (applications, reimbursement requests, final evaluations) for yearly grants.
 - Submit paperwork for annual Accreditation Report.
 - Report yearly statistics to MLC and federal government.
- Report yearly Summer Reading Program statistics to MLC and federal government.

Requirements	<p>The Northeast Regional Library, based in Corinth, MS, is seeking applications for regional Library Director. The region comprises Alcorn, Prentiss, Tippah, and Tishomingo counties with 12 branch libraries. This position requires a master's degree in library and information science. Salary range is \$50,000 - \$60,000 and includes state benefits. A list of responsibilities can be obtained at https://www.nereg.lib.ms.us/jobs/ . Applicant should send a cover letter and complete resume with references to the person below. Deadline is 5:00 p.m. May 30. If selected for an interview, applicant should give a 10-minute oral presentation on "The Importance of Public Libraries". EOE.</p> <p>Contact: Mrs. Leigh Hood, Administrative Assistant 1023 North Fillmore Corinth, MS 38834 662-331-1619 nebiz@nereg.lib.ms.us</p>
Salary & Benefits	\$50,000 - \$60,000 and includes state benefits.
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Location (Library or institution name)	Northeast Regional Library, based in Corinth, MS
Place/Environment	