

Position:

## Assistant Branch Manager (*Full-Time*)

Library/City:

Pearl Public Library, Pearl, MS

Date Posted:

**05/22/2026**

Date Expires:

Open Until Filled

Date Available:

**06/15/2026**

Responsibilities

### **Position Summary**

The Assistant Branch Manager supports the daily operations of Pearl Public Library by assisting with staff supervision, public service, programming, collection development, and community engagement. This position works closely with the Branch Manager to ensure efficient branch operations and high-quality customer service. The Assistant Branch Manager may assume responsibility for branch operations in the absence of the Branch Manager.

### **Duties and Responsibilities**

- Assist with supervising, training, and supporting branch staff
- Help communicate information from management meetings to branch employees
- Assist with conducting staff meetings and monitoring staff schedules and leave usage
- Provide excellent customer service, including circulation and reference assistance
- Handle routine patron concerns and refer complex issues to the Branch Manager
- Assist with planning and implementing library programs and displays
- Support collection development, including selecting and weeding library materials
- Promote library services and participate in community outreach activities
- Assist with maintaining accurate cash handling and revenue records
- Monitor facility conditions and report maintenance concerns as needed
- Perform other duties as assigned

Requirements

- Bachelor's degree in Library & Information Science or a related field is required
- MLS/MLIS from an ALA-accredited institution *strongly preferred*
- Public library experience preferred; three or more years strongly preferred
- Supervisory experience preferred
- Strong communication, organizational, and customer service skills
- Computer literacy required
- Ability to support and work collaboratively with staff
- Ability to work a schedule within the hours of the branch, including evenings and weekends—**40 hours per week**
- Ability to lift 30–40 pounds and perform shelving tasks

Salary & Benefits

**\$38,000 annually (paid monthly)**

Includes health, dental, vision, life insurance, and PERS participation

Contact

Brenette Nichols, Assistant Director  
(601) 829-6513

**To apply:**

Submit application and resume to: [bnichols@cmrls.lib.ms.us](mailto:bnichols@cmrls.lib.ms.us)

Apply online at: [CMRLS Employment Application](#)

Location (Library or institution name)

Central Mississippi Regional Library System (CMRLS)  
Serving Rankin, Scott, Simpson and Smith counties

Place/Environment

Public Library