

Position:

Director

Library/City

East Mississippi Regional Library System - Quitman, Mississippi

Date Posted

04/11/2018

Date Expires

05/11/2018

Date Available

Monday, May 14, 2018

Responsibilities

1. Directing the development and maintenance of a public library collection which includes a wide variety of materials in many different and evolving formats.
2. Evaluating, drafting, and recommending relevant policies for approval by the regional board of trustees.
3. Planning, evaluating, and implementing library services and programming for six library branches.
4. Directing the development, repair, and maintenance of library buildings.
5. Supporting the efforts of the ten-member board of trustees by attending & assisting with meetings, preparing meeting agendas, & implementing approved policy & decisions.
6. Preparing annual budgets for all library branches & the overall library system, & presenting those budgets to the relevant government entities as well as the board of trustees.
7. Directing and controlling the expenditure of fund allocations within the constraints of board approved budgets.
8. Making presentations to, and conferring with, relevant local and national officials to inform them of, and advocate for, library interests, and to resolve any potential issues.
9. Supervising all library staff and delegating work as necessary.
10. Directing the training of library staff in relevant library skills.
11. As approved and directed by, and in concert with, the regional board of trustees, having the ability to implement and participate in personnel actions such as hiring, termination, task assignment and monitoring, evaluation, and taking disciplinary actions when necessary.
12. Maintaining knowledge of standard library principles, practices, and laws through the attendance of professional workshops, conferences, and other training opportunities, as well as reading current literature.
13. Maintaining proficiency with computers, popular library software, and other relevant digital technology.
14. Ability to establish and maintain effective working relationships with superiors, subordinates, associates, government officials, and others in the library's local and professional community.
15. Treating all in the library's local & professional community with respect & courtesy.
16. Representing the library system to the community at public and governmental functions.
17. Ability to maintain a knowledge and understanding of complicated programs and processes required for the efficient operation of the library system.
18. Ability to prepare reports and studies concerning any and all aspects of library operations as required by the regional board of trustees or the state library commission.
19. Performing other duties as necessary, or as assigned by the regional board of trustees.

- A Master's Degree in Library Science from an ALA accredited college or university, OR
- A Bachelor's degree and willingness to acquire a MLS from ALA-accredited library school within three (3) years

Requirements	<ul style="list-style-type: none"> <li>• At least three years of progressively responsible library experience, preferably with at least one year in a supervisory capacity, OR, an equivalent combination of education and experience.</li> <li>• Excellent written and oral communication skills.</li> <li>• Excellent supervisory, administrative, and technical skills.</li> <li>• Thorough knowledge, skill, and ability in every phase of the public library field.</li> </ul>
Salary & Benefits	<p>Salary: Range - \$ 40,000 to \$ 50,000, negotiable based on experience and skill levels.  Benefits: Personal/medical leave, State holidays, State health &amp; life insurance, and participation in Mississippi Public Employees' Retirement System. Job-related travel expenses paid and/or reimbursed.</p>
Contact	<p>Submit: Cover letter, resume, and three professional references to:  East Mississippi Regional Library System  ATTN: Director Search Committee  116 Water Street  Quitman, MS  39355  601-776-3881</p>
Location (Library or institution name)	<p>East Mississippi Regional Library System, Headquartered in Quitman, Mississippi</p>
Place/Environment	<p>The six branches of the East Mississippi Regional Library System serve Clarke and Jasper Counties.</p>