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| Job Title: | Head Librarian |
| Location: | Biloxi | Classification: | Exempt |
| Salary: | $48,000-$53,000/year | Position Type: | Full-time |
| Qualifications Responsibilities and Duties |

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| ALA-accredited MLIS DegreeTwo years professional library experienceKnowledge of library technologyThorough knowledge of public library philosophyStrong Commitment to public serviceExcellent written and oral communication skillsExcellent supervisory skills | The Biloxi Head Librarian is responsible to the System Director for the administration of a municipal library unit consisting of five agencies: Biloxi Central, Local History and Genealogy, Margaret Sherry, West Biloxi, and Woolmarket within the library system. |

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| Role and Responsibilities |
| * Selects, supervises, trains, and evaluates (annually) staff in compliance with System personnel policies
* Attends local funder meetings and acts as liaison to local funding entity
* Assists Director in preparing annual budget and informs Director of funding needs
* Responsible for selection of library materials according to System collection development policy
* Directs local library expenditures under adopted annual budget
* Originates and submits purchase orders for equipment and supplies to the Director
* Maintains a current inventory of equipment
* Responsible for maintenance, repair, and security of library building and for maintenance of grounds
* Accountable for local petty cash
* Reports accurate monthly service statistics to Headquarters
* Utilizes various media to publicize library programs and services
* Coordinates with Director and colleagues on system-wide concerns and planning
* Works with Friends of the Library organization and other civic groups for improved library services
* Oversees the receipt, acknowledgement and disposition of gifts made to the local library and ensures compliance with System policies
* Supervises us of meeting room and display cases in compliance with System policies
* Act as back-up to staff for meeting library service needs and may need to work desk and weekend shifts
* Other duties as needed or required by Director

required hours of work:40 hours per week, flexible schedule to include some evenings and weekends. Position is exempt under federal wage and hour law. See the Harrison County Library System Personnel Handbook for payroll and personnel procedures and for the obligations of both employer and employee. |

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| Reviewed By: | Name | Date: | Date |
| Approved By: | Board of Trustees | Date: | March 16, 2020 |
| Last Updated By: | Board of Trustees | Date/Time: | 10/27/2021 |