

Post Ad in Public Area Until Filled

Position: LIBRARIAN II (F/T SALARIED) – BRANCH MANAGER

Location: Singing River Genealogy and Local History Library

Available: July 1, 2019

MINIMUM QUALIFICATIONS: IF YOU DO NOT MEET ALL OF THESE QUALIFICATIONS, PLEASE DO NOT APPLY FOR THE POSITION.

A. MINIMUM QUALIFICATIONS

1. Master's degree in Library Science from an ALA-accredited graduate school.
2. Ability to work with electronic databases
4. Experience with digital and non-digital archival materials
5. Knowledge in archives and digital preservation.

B. PREFERRED SKILLS AND KNOWLEDGE

1. Archive management experience
2. Graduate Certificate in Archives and Special Collections
3. Experience in the field of digitization, including knowledge of best practices for imaging, analog to digital conversion, and metadata skills
4. Ability to manage and maintain a digital collections repository
5. Experience with manuscript/photo conservation

C. KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of the history of the Mississippi Gulf Coast, especially the Jackson/George County areas
2. Working knowledge of digitization systems, standards, and technology
3. Knowledge of library theories, issues, practices, and trends including familiarity with copyright as it relates to digitization of cultural heritage materials
4. Knowledge of all systems used in public libraries (AACR2, LC Subject Headings, Dewey Decimal System, and MARC formats)
5. Skill in operating a personal computer, PC applications, and electronic resources as used in libraries
6. Ability to communicate clearly and effectively both verbally and in writing
7. Skill in supervising, training, selecting, monitoring, counseling, and evaluating assigned staff and volunteers
8. Knowledge of grant writing and grant management
9. Ability to work diplomatically and tactfully to solve work related problems and issues

SALARY/BENEFITS: Starting Salary - \$42,000 with benefits including health insurance.

WORK HOURS: This is a full-time, 37.5 hours per week, salaried position. Employee holding this position may be required to work two evening shifts per week and rotating Fridays/Saturdays. Work schedule may vary from time-to-time contingent on the needs of the Library.

DUTIES: Under general supervision of the Library System Director, the Singing River Genealogy Local History Library Manager is responsible for the acquisition, maintenance, organization, and preservation of the library's local history collection. The manager will devote a majority of their time formulating goals, plans, policies, and procedures for the Singing River Genealogy and Local History Library, such as consulting with patrons and directing research accordingly. They will manage the continued growth and development of digitization projects and implement new projects as they arise, including identifying and evaluating potential digitization projects; selecting materials for digitization; resolving intellectual property and privacy issues; overseeing the scanning of materials, and creation of descriptive metadata. The employee ensures quality and consistency of digital records and metadata following Mississippi Digital Library metadata procedures and standards. Working with Public Relations department to publicize and gain visibility for the genealogy and local history collection, managing and coordinating, as appropriate, key funding opportunities and partnerships for the department. The employee will analyze personnel, budget, services, equipment, and facility needs, problems and recommend cost effective and efficient solutions appropriately; closely monitor expenditures within the department; prepare forms and reports as needed, scheduled, or requested, including purchase orders, monthly schedules, department statistics, inventory reports, and other reports as needed; maintain membership in one or more professional organization; travel to other branches in the system as needed; and attend library system manager meetings as required. The manager will maintain a good working relationship with coworkers and library administration. Work as a positive team player to accomplish library system goals and objectives; plan and implement relevant programs, including outreach and branch program services for library customers, attend regional genealogy meetings as requested, conduct local history/genealogical seminars as requested, and actively seek items of local interest to add to the collection. The manager will train and supervise staff and volunteers as needed, create displays of materials, assist with library opening or closing as needed, be familiar with and enforce all library policies and procedures, operate office equipment, be available to work evening and/or weekend hours as requested, serve on committees as directed, and work cooperatively with local historical societies, friends groups, library administration, and library staff.

This is a professional librarian position involving the application of professional knowledge and interpersonal and management skills and abilities. Work is performed in accordance with Regional Library Board of Trustees approved policies and procedures and other directives as issued by JGRLS regional board of trustees, library administration, assistant directors, and director.

Candidates for this position must (1) complete an application for employment, (2) complete a supplement application and (3) provide an official copy of graduate school transcript upon offer of employment. Background checks will be conducted on all candidates selected for interviews.

The employee holding this position is subject to an initial nine-month probationary period. All performance evaluations during and after this probationary period are conducted by the director.

TO APPLY: Candidates meeting **MINIMUM QUALIFICATIONS** must submit an application and resume to a Branch of the Jackson George Regional Library System Library or hr@jgrls.org.

**AN EQUAL OPPORTUNITY EMPLOYER.
Position open until filled.**