Copiah-Jefferson Regional Library

Job Title:	**Assistant Manager**	**Job Status:**	Non-Exempt
Location:		**Travel Required:**	Minimal; Reimbursed.
Level/Salary Range:		**Position Type:**	Full-time: ____hours
Supervisory?	Yes; ____ employees	**Supervisor:**	Branch Manager
Schedule:		**Benefits:**	Health ins; Life ins; Retirement
Date posted:		**Posting Expires:**	

Fax or E-mail:
(601)894-1672 or director@copjef.lib.ms.us

Mail: Copiah-Jefferson Regional Library
ATTN: CJRL Director
223 S. Extension Street
Hazlehurst, MS 39083

Job Description

Job Purpose:

Assists manager by performing related duties.

Duties:

- Provides efficient, equitable, and courteous service for all library patrons, without regard to race, age, sex, nationality or religion.
- Supervises library activities including, but not limited to, circulation desk, assisting patrons, maintenance of computerized records, and collection of overdue materials.
- Accurately calculates, manages, and analyzes branch statistical and financial information using Microsoft Excel and circulation system generated reports.
- Plans, develops, promotes, and supervises library activities and facility usage through public programs, exhibits, publications, and library blog maintenance.
- Promotes the training of library staff through the use of personal training, regularly scheduled branch meetings, and library related workshops.
- Manages library staff and activities so that all preceding responsibilities can be conducted within normal working hours, in compliance with FLSA guidelines, and without the appearance of conflict of interest.
- Oversees the general appearance, condition, and security of the library facility.
- Performs other relevant duties as needed.

Skills/Qualifications:

High school diploma. Degree in business/education related field or equivalent experience. Strong interpersonal skills. Self-motivated. Creative. Strong oral and written communication skills. Excellent organizational skills. Efficient in use of word processing and internet browser software. Excellent typing skills. Ability to mentally calculate small monetary transactions and order decimal numbers to the hundredths position. Able to lift up to 25 lbs. Able to stand for prolonged periods of time. Drug free. Dependable personal transportation. Non-felon. **Preferred:** Previous library experience. Experience with programming for specific people groups (day cares, senior citizens, etc.). Experience maintaining websites/blogs, using social networking sites, and creating documents using Microsoft Office products. Participatory experience with genealogical organizations or software. Experience with Polaris library circulation software.

Equal employment opportunity for all individuals regardless of race, color, creed, sex, religion, national origin, age, physical handicap, disability, or political affiliation is the policy of the Copiah-Jefferson Regional Library. In order to assure non-discriminatory practices and procedures in all phases of library personnel administration. Copiah-Jefferson Regional Library's equal opportunity policy, therefore, prohibits any form of unlawful discrimination based on the foregoing and other considerations made unlawful by federal or state laws.