

Copiah-Jefferson Regional Library

Job Title:	Director	Job Category:	Exempt
Location:	Hazlehurst, MS	Travel Required:	Vehicle Supplied/Reimbursed
Level/Salary Range:		Position Type:	Full-time: ____ hours
Supervision of:	5 branches; 15+ employees	Supervisor:	CJRL Board of Trustees
Schedule:		Benefits:	Health ins; Life ins; retirement
Date posted:		Posting Expires:	

Fax or E-mail:

<Insert Board President Contact Info>
Subject Line: Library Director Position

Mail:

<Insert Board President Contact Info>

Job Description

Job Purpose:

Supports company operations by maintaining office systems and supervising staff.

Duties:

- Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Completes operational requirements by scheduling and assigning employees; following up on work results.
- Keeps Trustees informed by reviewing and analyzing special reports; summarizing information; identifying trends; recommending policy revisions.
- Maintains office staff by recruiting, selecting, orienting, and training employees.
- Maintains office staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Contributes to team effort by accomplishing related results as needed.
- Performs other relevant duties as needed.

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.

Copiah-Jefferson Regional Library

Skills/Qualifications:

- Supply Management, Informing Others, Tracking Budget Expenses, Delegation, Staffing, Managing Processes, Supervision, Developing Standards, Promoting Process Improvement, Inventory Control, Reporting Skills
- LIS Masters Degree from an ALA accredited school (or in-progress). 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. 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.