

Position:	Assistant Librarian (Part Time Position)
Library/City	Coffeeville Public Library, Coffeeville MS
Date Posted	July 2, 2021
Date Expires	Until Filled
Date Available	August 1, 2021
Responsibilities	<p><b>RESPONSIBILITIES:</b> Assistant Librarian is responsible for daily operations of the HQ branch and other duties as set by Director. Responsible for daily operation of the branch library, including, but not limited to: circulating library materials; cataloging and processing library materials; keeping statistics; assisting patrons with transactions; providing photocopying and fax service for the public; monitoring public access computers and assisting patrons when necessary; sorting and shelving materials; and other duties as prescribed by the library system director. Must have strong communication skills. Attends in-service training and workshops. Supports the Library System's mission, goals and strategic plan.</p> <p><b>HOURS:</b> 19 hours Per Week with the possibility to increase hours; no full-time employment available. Current work schedule for this position: Monday 1-5; Tuesday 1-5; Wednesday 1-5; Friday 9-12 &amp; 1-5. May be required to substitute for other staff or attend training on other days/ times.</p>
Requirements	<p><b>EDUCATION:</b> Bachelor's Degree preferred; 2 yr. college minimum.</p> <p><b>MINIMUM REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 2+ years of management and customer services experience preferred</li> <li><input checked="" type="checkbox"/> Ability to learn and use Library's computerized circulation system as well as other computer software applications, especially Microsoft Office</li> <li><input checked="" type="checkbox"/> Familiarity with current technologies including social media; library databases, computer software, word processing, and the Internet preferred.</li> <li><input checked="" type="checkbox"/> Must be able to communicate effectively, patiently, and courteously with Library staff, patrons, and other community members, especially in articulating and enforcing Library policies</li> <li><input checked="" type="checkbox"/> Exhibit a positive and enthusiastic approach to public library service</li> <li><input checked="" type="checkbox"/> Ability to lift book bins, setup tables, and move chairs for library programs</li> <li><input checked="" type="checkbox"/> Must be able to work on scheduled days</li> <li><input checked="" type="checkbox"/> Excellent verbal and written communication skills as well as interpersonal skills to interact at all levels</li> </ul>

Salary & Benefits	BENEFITS AND SALARY: \$12.00 -14.00 per hour paid monthly. If hours increase to 20+, benefits will include: medical and life insurance and MS Retirement Plan (PERS).
Contact	Patty M. Bailey, Director Email: <a href="mailto:patty@yalobusha.lib.ms.us">patty@yalobusha.lib.ms.us</a> Phone: (662) 675-8822 To apply, submit the following by July 16, 2021: (1.) letter of application; (2.) college transcript; (3.) résumé including employment history; (4.) at least three (3) references Send to: Patty M. Bailey, Director, Yalobusha County Public Library System, P O Box 359, Coffeeville, MS 38922
Location (Library or institution name)	Coffeeville Public Library, HQ, Yalobusha County Public Library System
Place/Environment	Coffeeville Public Library, 14432 Main Street, Coffeeville, MS 38922