

Position:	Branch Manager
Library/City	Willie Morris Library/Jackson, MS
Date Posted	07/15/2021
Date Expires	Open until filled
Date Available	10/01/2021
Responsibilities	<p>A Branch Manager directly supervises all branch operations and manages library programs by performing the following duties: planning and implementing programs for adults, young adults and children; preparing work schedules; providing reference and information services; planning, preparing, presenting story times, summer reading activities, and special programs for youth; assisting library users in making effective use of library resources; performing other duties as necessary. Must have the ability to work a flexible work schedule within the library's hours of operation (evenings and Saturdays as needed).</p>
Requirements	<p>A Master's Degree in Library Science from a college or university accredited by the American Library Association is desired--two to three years of related experience with supervisory responsibility and public library experience are preferred; knowledge of library computer software is required (preferably SirsiDynex).</p>
Salary & Benefits	DOE
Contact	Brenette Nichols, Director of Human Resources (601) 968-5836 or bnichols@jhlibrary.org
Location (Library or institution name)	Jackson-Hinds Library System
Place/Environment	Jackson, MS