BOLIVAR COUNTY LIBRARY SYSTEM
Shaw Branch Manager

Position Announcement

Overview
The Bolivar County Library System a part-time (8 hours per week) position providing front-line customer service to the public at the Field Memorial Library in Shaw, MS. Must have reliable transportation.

Minimum Qualifications
- Outgoing personality who enjoys helping people;
- Strong computer and technology skills;
- Skill in sorting items by alphabetical or numerical order;
- Ability to correctly count and make change; and
- Minimum High School Diploma or GED (public service experience, ideally in a library or educational setting working with youth is preferred).

Job Description
The Branch Manger supports all functions of the library including assisting users on public access computers, assisting users access electronic library services such as online journals, e-books, homework resources, and more. Strong computer skills, including Microsoft Office Suite, and proficiency with smart phones are required. The Branch Manager must work well with a wide-cross section of the public, including children and teenagers. Ability to design, deliver and evaluate engaging library programming for youth is also essential.

Pay: $10.00 per hour

Responsibilities/Requirements
Checking in and out library materials ♦ Recommending reading materials for pleasure ♦ Shelving returned materials ♦ Straightening and ordering shelved materials ♦ Using library software to search for materials or subjects ♦ Assisting library users with finding materials on subjects requested ♦ Assisting library users with applying for or renewing library cards ♦ Assisting computer users ♦ Assisting library users making copies, sending faxes, laminating, and scanning documents ♦ Accepting payments and making change ♦ Answering the desk phone ♦ Creating displays ♦ Designing and delivering relevant library programming ♦ Submitting monthly financial and usage reports ♦ Ability to stand, walk, bend, stretch, and lift up to 30 lbs. ♦ Other duties as assigned.

To Apply
Job applications are available at all branches of the Bolivar County Library System and on the library website. Resumes and cover letters are desirable. Packets may be emailed to info@bolivar.lib.ms.us or mailed to:

Bolivar County Library System
Attn: Director
104 S. Leflore Ave.
Cleveland, MS 38732