

Post in Public Area

May 11, 2023 until filled

Position: Clerk I – Public Services
Location: Ocean Springs Municipal Library
Available: July 1, 2023

SALARY/BENEFITS: Starting Salary - \$19,591.00 with benefits including low-cost health insurance.

WORK HOURS: 37.5-hour work week; two evenings a week and alternating every Friday/ Saturday.

The employee holding this full-time, salaried position assists the Library Manager in completing detailed tasks necessary for the courteous, efficient, and systematic delivery of library services. Employees in this job classification are expected to possess the knowledge, skills, and abilities needed to complete all assigned duties and responsibilities. Using the team approach, employees will assume responsibility for general day-to-day operations of the library. The employee will complete all job duties and responsibilities accurately and in a timely manner. Work is performed in accordance with Regional Library Board of Trustees' approved policies and procedures and other directives as issued by the Manager, Assistant Director Branch Services and Library Director.

All candidates for this position must complete (1) Application for Employment, (2) Computer/Internet skills test: Alphabetizing exam and Numerical sequence exam. The test will be by appointment at the Pascagoula Public Library.

The employee holding this position is subject to an initial six-month probationary period with performance evaluations conducted by the Manager periodically during this period. Thereafter, performance evaluations are conducted annually, or as needed, by the Branch Manager and reviewed by the Assistant Director Branch Services.

The primary work site for this position is the Ocean Springs Municipal Library, 525 Dewey Ave., Ocean Springs, MS 36564. Performance of duties may require work at other library sites, contingent on the needs of the Library System. This is a full-time, salaried position eligible for 100% of employee benefits. Work schedule may include day, evening and Saturday shifts. Schedule may vary from time-to-time in accordance with specific needs and interests of the Library and the Library System as determined by the Branch Manager and/or the Director.

Employees holding Clerk I: Public Service position are classified as "non-exempt" under the provisions of the Fair Labor Standards Act Amendments of 1985. The employee holding this position must: (1) meet employment eligibility requirements as set forth in the Immigration Reform and Control Act of 1986 and the implementing regulations, (2) read, understand and sign the Library System's Personnel Policies, (3) read, understand and sign the Library System's Drug-Free Work-Place Policy and

Employee Memorandum and (4) read, understand and sign other Library policy/procedure statements pertinent to this position.

A. MINIMUM QUALIFICATIONS

1. High school diploma or equivalent.
2. One year paid full-time office or public contact work experience.
3. Computer/ Internet skills.
4. Ability to place items in correct alphabetical order and numerical sequence.
5. Effective written & oral communication skills.
6. Must be physically capable of standing for long periods, ability to hear, bend, stoop, squat, reach above shoulder level, push/pull, lift and move objects up to 25 pounds, push and pull library and equipment carts
7. Valid driver's license and transportation.

B. KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to learn and apply approved operating policies and procedures to the work environment.
2. Computer skills and ability to complete library forms and other related tasks.
3. Ability to guide customers in making materials selection and/or to refer them to the proper staff, department, or other resource to fill their information needs.
4. Ability to establish and maintain effective working relationships with subordinates, colleagues, superiors, volunteers, and library users.
5. Ability to answer the telephone and communicate effectively with the public and co-workers in a pleasant and clear manner.
6. Ability to learn to operate library equipment including, but not limited to: the automated library system, photocopier, fax, telephone, computer hardware/software, TV, DVD movie equipment, etc.
7. Knowledge and skills needed to train library users to successfully access public computers, the on-line public access catalog (OPAC), Internet and other reference and information resources.

C. DUTIES AND RESPONSIBILITIES

1. Staff the public service desk, answering telephone and in-house requests for information from customers of all ages.
2. Assist customers in the selection of needed materials and the location of various information resources.
3. Perform tasks related to patron registration and automated circulation, intra/interlibrary loan, holds, reference services, and other public services and routines.
4. Assist customers using the OPAC and other bibliographic tools required for access to the collections, resources and information services of the Branch Library and the System.
5. Assist customers in the use of the public computers/software, resources/equipment housed in the library.
6. Maintain collections through weeding, shelf reading, and shelving as directed.
7. Stay up to date on adult bestsellers and widely read areas of adult fiction and non-fiction literature; develop a cursory knowledge of children's literature. Recommend titles for purchase to the Branch Manager.
8. Serve as "Person-in-Charge" (PIC), as required by duty schedule.
9. Assist with the preparation of various programs, displays and exhibits.
10. Handle patron behavioral and other problems, patron complaints and emergencies in accordance with policies set forth when serving as PIC.

11. Review and understand all policies, procedures, and training manuals as may be developed, including personnel policies, public services, etc.
12. Provide courteous, friendly, and energetic service at all times.
13. Attend Branch and Library System meetings and training programs, including those involving overnight travel, as required.
14. Other duties as required.

The absence of specific statements of duties does not exclude those tasks from the position if the work is necessary for the efficient operation of the Branch or the Library System.

To Apply:

Applications can be picked up at any Jackson-George Regional Library branch or on JGRLS website: <https://new.jgrls.org/> - Employment Opportunities. Applications can be emailed to HR@jgrls.org, dropped off at any JGRLS branch or mailed to Jackson George Regional Library System, Attn: Human Resources, 3214 Pascagoula Street, Pascagoula, MS 39567. Please include your resume.

AN EQUAL OPPORTUNITY EMPLOYER