

POST IN STAFF AREA AND PUBLIC AREA

March 18, 2025 – March 24, 2025

External opening until filled

Position: Library Assistant I / Youth Services
Location: Lucedale George County Public Library
Available: April 1, 2025
Salary: \$20,887.00 annually (\$10.71/hour)
Hours/Benefits: 37.5-hour work week; at least two evenings per week until 6:30 p.m. and alternating every Friday / Saturday until 4:00 p.m. Employees in this position are eligible for 100% employee benefits to include BCBS Healthcare and Public Employers Retirement Plan (PERS) benefits.

Jackson-George Regional Library System (JGRLS) is looking for a fun and innovative individual to join our team as a Youth Services staff member. This role is perfect for someone who enjoys working with children and teens, conducting story time, and planning and implementing engaging programs. A passion for children's and teen's literature is essential to fostering a love of reading and learning within our community.

Work is performed in accordance with the Regional Library Board of Trustees approved policies and procedures and other directives as issued by the Branch Manager and Library Director.

External candidates for this position must complete (1) Application for Employment, (2) contemporary and classic children's literature knowledge review. An official copy of the candidate's college/university transcript is required.

The employee holding this position is subject to an initial six-month probationary period for new hires. Employees will receive performance evaluations conducted by the Branch Manager periodically during this period. The employee promoted or transferred to this position is subject to a three-month probationary period. Thereafter, performance evaluations are conducted annually by the Branch Manager and reviewed by the Library Director.

The position of Library Assistant I: Public Services/Youth Services (F/T Salaried) is classified "non-exempt" under the provisions of the U.S. Fair Labor Standards Act Amendments of 1985.

A. MINIMUM QUALIFICATIONS

1. AA degree or 60 semester hours (or equivalent) of college/university credits.
2. Knowledge of contemporary and classic children's and young adult literature.
3. One-year public library experience or working with children, teens, and/or young adults.
4. Ability to place items in alphabetical and numerical sequence.
5. Knowledge of and ability to use PC in a Windows environment.

6. Knowledge of Microsoft Office or comparable software.
7. Ability to navigate the Internet.
8. Valid Driver's License and reliable transportation.
9. The person holding this position must have the ability to hear, bend, stoop, push, pull, squat, crouch, reach above shoulder level, and lift and move objects up to 25 pounds.

B. KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to learn and apply approved JGRS operating policies and procedures to the work environment.
2. High level of communication skills, both oral and written.
3. Knowledge of contemporary and classic literature for all age groups, with an emphasis on children's and young adult literature.
4. Ability to use the library's classification system and online catalog in order to assist Library users.
5. Knowledge of and ability to use Internet, Microsoft Office, Computer Software, Library ILS, and PC Computers in a Windows environment.
6. Knowledge of the range of resources and services available through the Library system and ability to help patrons access the appropriate staff, branch or department to fill their information needs.
7. Keyboarding skills and ability to complete forms, reports and correspondence.
8. Ability to establish and maintain effective working relationships with members of the community, subordinates, colleagues, superiors, volunteers and Library users.
9. Ability to communicate effectively, pleasantly and clearly with coworkers and Library users in person, by telephone, by e-mail and in writing.
10. Ability to place items in correct alphabetical and numerical sequence.
11. Ability to operate Library related equipment
12. Ability to follow basic safety principles and workplace safety guidelines.
13. Ability to plan and set up attractive and effective bulletin boards and library displays.
14. Ability to plan and implement events and programs for the promotion of Library programs, services and materials.

C. DUTIES AND RESPONSIBILITIES

The person holding this position will devote the majority of their time performing "youth services" responsibilities and will fill in at the public service desk on an as-needed basis. The Branch Manager is responsible for all work assignments and the time spent performing public service duties depends on the needs of the Branch and the Branch Manager.

1. Staff the YS desk, answering telephones and responding to in-house inquiries from patrons of all age groups.
2. Assist YS patrons in the use of the various resources, equipment and services offered by the library.
3. Help keep the YS area neat, accessible and in order through regular shelf reading.
4. Prepare YS statistical reports, forms and correspondence as needed.
5. Assist YS patrons in the use of the online catalog, public access computers, the Internet, and other electronic resources provided for public use at the library.
6. Serve as Person-in-Charge (PIC) as required by duty schedule.

7. Review and understand all policies, procedures and training manuals developed by the Library System and Branch Manager.
8. Provide courteous, considerate, friendly and energetic service at all times.
9. Perform established routines for opening and closing the branch, and cash management policies and procedures effectively and efficiently.
10. Read widely in the area of children's and Teen literature and recommend children's and Teen materials appropriate for the branch's collection and the community served.
11. Order library materials as directed by the Branch Manager.
13. Maintain the YS collection; arrange for attractiveness and ease of use; weed, develop methods to promote sections of the collection, new items, etc.
14. Develop and present weekly programs for preschoolers, including storytelling, crafts, flannel boards, puppet plays, etc.
15. Develop and present appropriate programming for all ages within the YS realm – Preschool, Children, Tween, and Teen.
16. Plan and execute the Summer Reading Program under the direction of the Branch Manager and JGRLS Coordinator of Youth Services.
17. Plan and execute special programs for outreach to public and private schools and daycare centers and other community groups in the community under direction of the Branch Manager.
18. Read, understand and implement workplace safety guidelines, as issued.
19. Attend branch, system and other meetings and training programs, including overnight travel, as required.

The absence of specific statements of duties does not exclude those tasks from this position if the work is similar, related or a logical assignment.

Internal Candidates: Employees must submit their resume and a formal letter of interest to Angela Stewart, Director by email: Director@jgrls.org. The letter should state why you want the position and your career goals and objectives.

A JGRLS Employee Promotional Evaluation Sheet found on ALPHA FROM YOUR SUPERVISOR IS REQUIRED.

Deadline: March 24, 2025, by 4:00 p.m.

External Applicants: Applications can be picked up at any Jackson George Regional Library System Branch or downloaded online at <https://jgrls.org/careers/>. Please submit application and resume to any Jackson George Regional Library System branch or email to HR@jgrls.org.

AN EQUAL OPPORTUNITY EMPLOYER