



## **Head of Circulation and Reference Librarian**

The Vicksburg District Library is accepting applications for the position of Head of Circulation and Reference. This is a permanent, part-time position (30 hrs/wk)

### **Required Duties:**

- Training and supervision of circulation staff
- Assisting patrons with Reference needs and technology questions
- Oversee the operations and management of circulation system (Verso)
- Order adult fiction, audiobooks, video games, and music
- Moderate monthly book club. Develop interesting programming and displays
- Able to create and update brochures and other documents.
- Other duties as assigned

### **Preferred Abilities:**

- Ability to manage WordPress website and collect statistics.
- Ability to write short library articles for the local newspaper

### **Qualifications:**

- Possess an MLS from an ALA accredited school or be enrolled to complete this within one year
- Knowledge of Microsoft products
- Strong verbal and written communication skills

**Starting pay: \$19-\$20/hr**

### **Benefits include:**

- Two week paid vacation after one year
- One sick day for each month worked
- Birthday paid day off after one year

Contact Eric Hansen, Director, at [EHansen@VicksburgLibrary.org](mailto:EHansen@VicksburgLibrary.org)

Submit cover letter and resume with three references electronically to the Director by January 5<sup>th</sup>, 2022