

STATESBORO REGIONAL PUBLIC LIBRARIES

APPLICATION PACKET

Position available:

Evans County Library Manager

32 hours per week

Work Schedule: Monday – Thursday, 9:00 – 6:00

Salary: \$27,040

This packet includes:

Job Description

Employment Application

Description of Employee Benefits

Evans County Public Library service hours:

Monday – Thursday, 10:00 – 6:00

Library location: 701 West Main St.

Claxton, Ga 30417

Application package must include:

- Cover Letter
- Resume
- Application Form

Completed application packages may be submitted:

- By email: Search@strl.info
- By mail: Search Committee
Statesboro Regional Public Libraries
124 South Main Street
Statesboro, GA 30458

Application Deadline: May 11, 2022 at 5:00 p.m.

Position is open until filled.

Statesboro Regional Library System requires a criminal background check whenever a job offer has been made and accepted by an individual. This documentation must be on file prior to employment. Applicant must meet eligibility requirements of the Library's vehicle insurance policy.

STATESBORO REGIONAL PUBLIC LIBRARIES

Affiliate County Library Manager

POSITION DESCRIPTION

Position Title: Affiliate County Library Manager

Classification: FLSA exempt, 40 hrs/week (Evans County: 32 hrs/wk)

Reports to: Assistant Regional Library Director

OVERALL RESPONSIBILITY

The Affiliate County Library Manager is responsible for the day-to-day operation and supervision of the county library, including the management and supervision of local staff.

ESSENTIAL POSITION FUNCTIONS

- Desire to meet and serve the library's user community.
- Supervises staff, including hiring, evaluating, training and disciplining.
- Works in collaboration with the Assistant Regional Library Director to develop and implement strategic plans supporting library services, to include collection development and management, community outreach, programming and training.
- Prepares daily and monthly statistical reports, and any other administrative documents needed for effective library operations.
- Promotes library programs and services, with the assistance of the Assistant Regional Library Director and other Regional staff.
- Provides direct library user service, including policy explanation, complaint resolution, problem solving and other PINES-related circulation procedures.
- Plans, prioritizes, and recommends supplies and equipment purchases.
- Assists the Regional Technology Coordinator with evaluation of new technology and products.
- Administers and communicates Regional and local policies, procedures and processes.
- Participates in local and Regional staff training events.
- Monitors and manages the care and maintenance of the library's building and grounds.
- Assists the Assistant Regional Library Director with the execution of Major Repair and Renovation (MRR) grants and other library-related contracts with vendors.
- Addresses library safety and access issues.
- Serves as liaison with local government, community agencies, schools, Friends of the Library, and others to provide information on available library resources, programs and services.
- Represents library at meetings with Board and Friends of the Library, community festivals, school functions, and other related events.
- Prepares staff schedules, and coordinates the work assignments and activities of supervised staff.
- Assists library users on the public library computers.
- Performs other duties as assigned and required by the needs of the organization.

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

- High School Diploma
- Agree to submit to a background check and have results that meet the expectations of the employer
- Knowledge of computers, current information technologies, social networking, the Internet, database search capabilities and commercially available library software.

Knowledge, Skills, and Abilities

- Outstanding human relations and written and oral communications skills.
- Ability to work with a diverse population.
- Ability to think analytically and to develop new or revised systems, procedures, and work flow.
- Ability to explain procedures and policies using documentation, training, and customer service support to staff and library users.
- Ability to accurately record daily cash receipts and weekly bank deposits.
- Ability to prepare reports and present ideas clearly and concisely in written and oral form.
- Ability to motivate, establish and maintain effective working relationships with staff, supervisors, volunteers, other community agencies and library users.
- Ability to work independently and deal responsibly with confidential records and matters.
- Demonstrated knowledge of library materials and resources.
- Ability to creatively solve problems, negotiate and handle stressful situations in a positive manner.
- Ability to use tact and diplomacy in working with staff, and the public.
- Flexibility: ability to return to interrupted tasks and prioritize needs, duties, and activities.
- Able to follow established policies and procedures.
- Ability to set goals and meet deadlines.
- Ability to meet the work schedule of the job.
- Obtain and maintain a valid Georgia Driver's License.
- Access to a reliable means of personal transportation and ability to travel.

PREFERRED QUALIFICATIONS

- Management experience
- Customer Service and/or Library experience
- Experience with PINES

PHYSICAL SKILLS

- Ability to sit or stand and use computer for extended periods and operate standard office equipment, daily.
- Ability to lift and move up to forty (40) pounds and push one hundred (100) pounds, occasionally.

TRAINING, SUPERVISION, AND EVALUATION

The Affiliate County Library Manager is supervised and evaluated by the Assistant Regional Library Director.

WORKING CONDITIONS

- Majority of work performed in general office and library environment
- Requires periodic participation and attendance at events and training

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Statesboro Regional Public Libraries. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.

7/17/2018

Statesboro Regional Public Libraries
124 South Main Street
Statesboro, GA 30458

Employment Application

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin. Consistent with the Americans Disabilities Act, applicants may request accommodations needed to participate in the application process. We are a Drug Free Workplace and participate in E-Verify.

Date _____

PERSONAL INFORMATION

Last Name _____ First _____ Middle _____

Mailing Address _____

City _____ State _____ Zip Code _____

Physical Address (if different) _____

City _____ State _____ Zip Code _____

Phone Number(s): _____

E-mail Address: _____

During the past 7 years, have you ever been convicted of a crime, excluding traffic violations?

Yes ___ No ___ If yes, Date _____ City _____ State _____

The Statesboro Regional Public Libraries realizes that convictions may have no reasonable relationship to the functions or responsibilities of the job in question. For this reason a conviction record will not necessarily be a bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation and rehabilitation will be taken into account. Failure to disclose criminal convictions will disqualify an applicant. If a job offer is made all potential employees must agree to a background check.

Are you aware of any reason that you cannot perform essential functions of the job with or without reasonable accommodations? (A copy of the job description is attached) Yes ___ No ___

If yes, please explain _____

Are you legally eligible for employment in the U.S.? Yes ___ No ___

Federal Law requires new employees to supply documents proving their employment authorization by the third day of employment. A photo ID will be required. Statesboro Regional Public Libraries participates in E-Verify.

EMPLOYMENT DESIRED

Position _____

Date you can start _____ Salary desired _____

Are you employed now? Yes ___ No ___ If yes, may we contact your employer? Yes ___ No ___

Have you ever applied to this Library before? Yes ___ No ___ If yes, when? _____

EDUCATION

High School _____ Degree Conferred _____

College Attended _____ Degree Conferred _____

College Attended _____ Degree Conferred _____

FORMER EMPLOYERS

List your last three employers, beginning with the *most recent* one first.

1. Name & Address of Employer _____

Start Date (month/year) _____ End Date (month/year) _____

Salary _____ Position _____

Reason for leaving _____

2. Name & Address of Employer _____

Start Date (month/year) _____ End Date (month/year) _____

Salary _____ Position _____

Reason for leaving _____

3. Name & Address of Employer _____

Start Date (month/year) _____ End Date (month/year) _____

Salary _____ Position _____

Reason for leaving _____

REFERENCES – (Work related references)

1. Name _____ How Acquainted _____
Address _____ Phone _____
Email _____

2. Name _____ How Acquainted _____
Address _____ Phone _____
Email _____

3. Name _____ How Acquainted _____
Address _____ Phone _____
Email _____

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge and authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.

I understand that I am required to provide documents verifying my employment authorization by the third day of employment.

Statesboro Regional Public Libraries requires a criminal background check whenever a job offer has been made and accepted by an individual. This documentation must be on file prior to employment.

I understand that Statesboro Regional Public Libraries is a Drug Free Workplace and participates in E-Verify.

Signature of Applicant _____

Date _____

01-04-2022/JennD

**Please submit application to: Statesboro Regional Public Libraries
124 South Main Street
Statesboro, GA 30458
Email: Search@strl.info**

STATESBORO REGIONAL PUBLIC LIBRARIES

EMPLOYEE BENEFITS and OPTIONAL PAYROLL DEDUCTIONS

EMPLOYEE BENEFITS

TEACHER RETIREMENT SYSTEM OF GEORGIA (TRS)

This is the required retirement program for library employees who work 20 hours per week or more. In FY 2022 employees contribute 6.00% of their gross salary each pay period, and the employer contributes 19.81% of the employee's gross salary each pay period.

For information on TRS, please visit the website at www.trsga.com

Please note that employees who are enrolled in TRS **do not** also participate in Social Security.

For more details on how this may affect you, please download this form:

<http://www.ssa.gov/online/ssa-1945.pdf>

SOCIAL SECURITY

This is a mandatory deduction for temporary employees and those who work fewer than 20 hours per week. The 2022 employee deduction is 6.2% of the employee's gross salary and the employer contribution rate is 6.2%.

STATE HEALTH BENEFIT PLAN

State Health insurance is available to permanent library employees who work 30 hours per week or more. This program is not mandatory. New employees must work one complete month before coverage begins. Deductions are made at the end of the first full calendar month of employment for coverage on the first day of the next month.

For more information, please visit the State Health website at:

<https://shbp.georgia.gov/plan-options-programs>

FLEXIBLE BENEFITS

Under a program administered by the State Department of Administrative Services, eligible employees may choose from a range of optional benefits, including Dental, Vision, Life Insurance, Long and Short Term Disability, and Flexible Spending Accounts. The employer does not match or pay any of the cost of the Flexible Benefits selected by the employee. For more information: <https://team.georgia.gov/my-benefits/>

OTHER OPTIONAL PAYROLL DEDUCTIONS

The following are optional programs that are administered by the Business Office with contributions made via payroll deduction:

MASS MUTUAL 457 RETIREMENT PLAN

This deferred compensation plan is specifically for government employees and allows employees to make pre-tax contributions via payroll deduction. Employees are eligible to participate in the plan immediately upon employment regardless of the number of hours the employee works. There is no employer match for this retirement plan.

UNITED WAY

The Statesboro Regional Public Libraries participates in the annual drive of the United Way of Southeast Georgia and the United Way of the Coastal Empire. Employee deductions are forwarded to the appropriate agency as directed by the employee.

The library will honor, whenever possible, other payroll deductions in which employees wish to participate.

Date: _____

The above benefits have been discussed with _____.

Library Manager/Business Office Personnel

ADM-Benefits-List of Benefits (Revised 7-23-07)

BUS-Forms-Benefits-New Employee Forms-List of Benefits (Revised 11/23/09) (Revised 07/28/11)(Revised 10/19/12)(Revised 06/19/13)(Revised 07/09/14)(Revised 04/06/15)(Revised 07/07/2017) (Revised 07/18/2018)(Revised 12/22/2021) (Revised 1/4/2022)