

# STATESBORO REGIONAL PUBLIC LIBRARIES

## APPLICATION PACKET

2 Positions available:

Regional Services Librarian (Master's degree required)  
40 hours per week  
Salary: \$55,000 to 74,000  
Typical Schedule includes nights and Saturdays in rotation

This packet includes:

Job Description  
Employment Application  
Description of Employee Benefits

Headquarters Library location: Statesboro-Bulloch County Library  
124 South Main Street  
Statesboro, GA 30458

Service hours: Monday – Thursday: 8:00 am – 7:00 pm  
Friday & Saturday: 9:00 am – 6:00 pm

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

Positions are 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

## POSITION DESCRIPTION

**Position Title:** Regional Services Librarian  
**Classification:** FLSA exempt, 40 hrs/week  
**Reports to:** Regional Library Director

### OVERALL RESPONSIBILITY

The Regional Services Librarian is a key member of SRPL regional staff who assists Administration and Management with a broad variety of Library tasks, services, and projects. This Librarian provides objective and accurate analysis of situations, projects, and staff. The Regional Services Librarian works closely with Library Management at all SRPL locations and exercises considerable responsibility in the operations of Statesboro Regional Public Libraries. The Regional Services Librarian is guided by policies formulated by regional and local library boards and administered by SRPL.

### ESSENTIAL POSITION FUNCTIONS

- Works closely with Regional Library Director and other Regional personnel
- Provides support to County Library Managers for day-to-day library services including: staff supervision, patrons, purchasing, programming, publicity, facilities maintenance, and more
- Participates in Regional and local planning and goal-setting
- Assists with the development and updating of policies and procedures
- Stays current with SRPL and PINES policies and procedures
- Develop and provides training for library staff in best practices and procedures
- Prepares or assists with preparation of reports and grant applications
- Fosters a climate of participation, creativity, and teamwork with and among staff
- Understands and respects that each library responds to its own community interests while cooperating with broader library communities
- Assists staff to coordinate, develop and implement library programs and services
- Assists with connections to schools, local agencies, and other community organizations
- Contributes to the management, maintenance, and postings on library media outlets
- Creates, implements, and analyzes surveys to assess community needs and library effectiveness
- Assists with collection development and maintenance
- Performs other duties as assigned and required by the needs of the organization
- Works at libraries as planned and scheduled
- Attends staff development workshops and other training as needed
- Attends meetings of the regional and local boards of trustees as requested
- Attends professional library conferences, seminars, and meetings as required

### REQUIRED QUALIFICATIONS

#### **Education, Training and/or Experience**

- Master's degree in Library Science from an accredited program
- Certification as a degreed Librarian by the State of GA
- Minimum of 2 years of experience in public libraries
- Agree to submit to a background check and have results that meet the expectations of the employer
- Obtain and maintain a valid Georgia Driver's License and maintain a Motor Vehicle Report that is within the guidelines of the Library's Insurance carrier

#### **Knowledge, Skills, and Abilities**

- Skill in meeting and working with the public

- Ability to work with, instruct, and motivate personnel
- Outstanding communication and organizational skills
- Competent and comfortable in using current and new library technology
- Strong technology skills, including evidence of proficiency in Microsoft Office Programs
- Ability to acquire knowledge of and proficiency in library services and assist others with the same
- Ability to maintain confidentiality and use tact and diplomacy in working with the public and co-workers
- Ability to understand, interpret, and exercise good judgement in application of library policies and procedures
- Ability to meet the schedule of the job, including nights and Saturdays
- Ability to travel to meetings and training classes related to job position
- Ability to maintain a satisfactory (good/average) or higher rating in annual performance evaluation
- Obtain and maintain a valid Georgia Driver's License and maintain a Motor Vehicle Report that is within the guidelines of the Library's insurance carrier
- Access to a reliable means of personal transportation and ability to travel to other facilities several days each week

### **PREFERRED QUALIFICATIONS**

- Experience working with PINES or Evergreen
- Background in project management
- Experience with social media and marketing
- Grant writing experience
- Supervisory experience

### **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
- Ability to travel by automobile frequently

### **TRAINING, SUPERVISION, AND EVALUATION**

The Regional Services Librarian is supervised and evaluated by the Regional Library Director.

### **WORKING CONDITIONS**

- Majority of work performed in general office and library environment
- Requires evenings and/or weekends, as determined by SRPL service hours and programs
- 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.*

**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 System before? Yes \_\_\_ No \_\_\_ If yes, when? \_\_\_\_\_

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**EDUCATION**

College Attended \_\_\_\_\_ Degree Conferred \_\_\_\_\_

College Attended \_\_\_\_\_ Degree Conferred \_\_\_\_\_

Do you have an active Georgia Librarian License?

Yes \_\_\_ No \_\_\_ In Process \_\_\_ If yes, License Number? \_\_\_\_\_ Expiration? \_\_\_\_\_

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**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 \_\_\_\_\_

03-17-2023/JennD

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

# **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 19.98% of the employee's gross salary each pay period.

For information on TRS, please visit the website at [www.trsga.com](http://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)