



AZALEA REGIONAL LIBRARY SYSTEM MEMBER SERVICES LIBRARIAN

Join the award-winning Azalea Regional Library System, where our dedicated team of professionals are committed to serving communities in dynamic and engaging ways. If you're an engaged, innovative, and passionate librarian, we invite you to explore this opportunity to be a part of our leadership team!

Job Summary: The Member Services Librarian administers and directs daily operations and programming for nine Member Libraries, and plans for long-term library growth and sustainability. This position works closely with library managers and Regional team members to develop and execute programming, outreach, and other activities aimed at advancing literacy and fostering community engagement with key stakeholders. Approximately 50% of this position's time will be dedicated to working in the member libraries, collaborating directly with library managers and their teams to develop programming and ensure smooth day-to-day operations and functions.

Salary: \$59,000-\$65,000/annually (commensurate with education and experience).

Benefits: Paid Time Off (Annual Leave and Sick Leave); Teachers Retirement System of Georgia (TRS); Health, Dental, and Vision Insurance through the State Health Benefit Plan of Georgia; Life, Short Term, and Long Term Disability Insurance options; Employee Assistance Program.

Schedule: Full-time; salaried; exempt position with benefits. Flexibility required. This position is based at the Regional Headquarters Office in Madison, GA.

Required Qualifications:

- Masters' degree in Library Science (MLIS) with a Georgia Certificate of Librarianship.
- Strong skills in verbal, written, and interpersonal communications.
- Substantial experience working in public libraries and management roles.
- Valid GA Driver's License.

Bilingual Skills (English-Spanish) are preferred, but not required.

Essential responsibilities and duties:

- Coordinate and support Member Libraries with organizing Summer Reading Program activities, staff development, monthly programming, outreach activities, and events.
- Maintain effective communication with Member Library Managers, Regional staff, and local communities to develop and implement library services and programs.
- Collaborate with Member Library Managers and support staff to conduct public relations and outreach, enhancing awareness and support for library initiatives.
- Execute supervisory responsibilities according to organizational policies and laws, including staff training, task delegation, issue resolution, and promoting a culture of trust and professionalism.
- Coordinate meetings for Member Library Managers and provide advisory support on customer service matters and conflict resolution.
- Manage data collection, completion, and submission of reports and aid requests to the Deputy Director, ensuring accuracy and compliance with regulations.
- Participate in professional development activities to remain updated on advancements in library technology and industry changes.
- Interpret, implement, and recommend library policies and procedures.
- Fulfill additional duties as delegated by the Executive Director or Deputy Director.

To Apply: Submit Cover Letter, Resume, and AZRLS Application (available at <https://azalealibraries.org/regional/employment/>) or by mail to Human Resources, Azalea Regional Library System, 1121 E. Ave, Madison, GA 30650. Please include three professional references.

AZRLS is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the library may provide reasonable accommodation to qualified individuals with disabilities and encourages prospective employees to discuss potential necessary accommodations. The library is a drug-free workplace. Verification of identity and employment authorization through E-Verify will be required. All offers of employment are contingent upon successfully passing the appropriate background checks.