

The Library of Hattiesburg Petal & Forrest County is now accepting applications for the following positions:

## **Outreach Librarian**

Open: May 1, 2025

Application Deadline: May 12, 2025

Available: June 1, 2025

Interviews: To Be Arranged

Salary: \$36,447 annual (\$17.53 per hour)

Benefits: state retirement, state health and life insurance, dental and vision insurance, Concern Employee Assistance Program, 8 hours sick leave per month and 8 hours annual leave per month.

## **Outreach Librarian**

The Outreach Librarian oversees the development, planning, promotion, and coordination of programs and events for our diverse community. This person functions as the promotional agent for The Library.

We are looking for a positive, energetic person to join the leadership team at The Library and help us provide great customer service. The ideal candidate for this position has a “can-do” attitude and is motivated and committed to providing exceptional library service. The successful candidate must be a team player and is flexible and responsive to the changes and challenges of the library’s daily, dynamic operation.

## **Work Location & Schedule**

While the primary work locations for this position are the Hattiesburg and Petal libraries, the Outreach Librarian may also routinely work outside these primary locations.

The library’s current operating hours are Monday through Thursday 8:00 am through 7:00 pm and Fridays and Saturday 8:30 am to 5:30 pm. While the bulk of the work schedule will fall into these hours, the Outreach Librarian position requires the ability and willingness to work any hours designated by Library Administration.

## **Primary Responsibilities**

*The primary responsibilities or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Leads The Library’s efforts in reaching and serving diverse user population; analyzes community needs, and investigates available and cost beneficial program resources; plans,

develops, organizes, coordinate, promotes, directs cultural, civic, informational, or recreational programs intended for adult audiences. Leads discussion groups organized around books and other media. Collaborates with and supports the Youth Services Librarian and others in planning and conducting programs.

- Publicizes and promotes The Library through programming, displays, marketing, publications, and orientation. Designs and produces program and promotional materials to reach intended audience, communicates with performers and program providers; produces registration materials, schedules staff and volunteers, and reports service evaluation and statistics to Library Director.
- Collaborates with existing partners, and establishes new partnerships, to provide service and/or promote the library, including but not limited to schools, underrepresented communities, home delivery, senior facilities, special populations, and business community.
- Works with the Director and Assistant Director in managing traditional and social media to promote library participation in the community. Prepares and disseminates brochures, news releases, bulletins, posters, and other public relations materials to promote library services.
- In collaboration with the library director, develops grant and award applications to secure funding for community partnership initiatives, outreach service opportunities.
- Participates in Collection Development and Collection Maintenance.
- Provides excellent customer service, conducting library business with the public and staff in a courteous and positive manner.
- Acts as lead supervisor of the Petal Branch, overseeing the needs of the branch and coordinating those needs with the other supervisors and staff working at the Petal library.
- Acts as liaisons between the library and the Friends of the Library.
- Leads staff in providing excellent customer service
- Supervises and trains staff
- Serves as a member of the Supervisory team at the library
- Serves as Manager on Duty
- Works effectively in every library department
- Participates in library leadership
- Supports and implements policies and procedures of Library Administration
- Recommends resources (digital and physical) to meet user needs
- Assists with cleaning and maintenance of library physical plant and furniture
- Performs similar or related work as required.
- And other duties and responsibilities as needed.

### **Additional Responsibilities:**

Follows all management directives to assist in providing excellent customer service and the effective over-all operation of the library.

## Qualifications:

- Must have earned a Master of Library Science from a program accredited by the American Library Association.
- Must have a currently insured personal vehicle and willingness to use vehicle for library business; must complete the library driver qualification agreement.
- Must demonstrate a commitment to customer service & possess problem-solving customer relations skills.
- Must have a commitment to community programming and outreach.
- Must be able to work as an effective team member and demonstrate a “whatever it takes” work ethic.
- Must be able to communicate clearly, diplomatically and in a friendly and positive manner with library users and staff from diverse ethnic, socioeconomic, and cultural backgrounds.
- Must have a working knowledge of PCs in a Windows environment. Knowledge of Microsoft Office tools is desirable.
- Must have a working knowledge of apps in an Android and/or IOS environment.
- Work experience with SirsiDynix Workflows is desirable.
- Must have a working knowledge of alphabetization and the Dewey Decimal Classification System.
- Must have the ability to stand the majority of the work shift and to reach materials at high and low levels.
- Must have the physical agility to bend, stoop, twist, turn and to move materials from place to place.
- Must have the physical ability to push carts and bins loaded with materials.
- Must have the visual acuity to read a computer screen and a wide variety of library materials and documents.
- Experience in working in a public library is preferred.
- Candidates must have a minimum of two years of library or related experience.
- Experience in personnel supervision and branch management is desirable.

# EMPLOYMENT APPLICATION COVER PAGE

PLEASE READ THESE INSTRUCTIONS CAREFULLY

IF THE APPLICATION IS NOT FILLED OUT *COMPLETELY* YOU WILL NOT BE CONSIDERED

The applications will be reviewed by a committee and selected applicants (based on education and experience) will be interviewed.

To complete the application answer each question. Do not attach resumes or other printed documents to the application.

Applications must be returned in digital format via email to [admin@hpfc.lib.ms.us](mailto:admin@hpfc.lib.ms.us) with a subject line of Library Application.

Not everyone who files an application will be called for an interview.

## DESCRIPTION OF POSITION

Full-time Outreach Librarian. The position's primary responsibilities are in public services. This is a 40 hour per week position with a beginning salary of \$36,447. The salary is paid once per month on the last business day of the month. Selected applicants will be scheduled to work at the Hattiesburg Library, the Petal Library and outreach locations. This position is exempt under the Fair Labor Standards Act (FLSA).

## LIBRARY STAFF HOURS

The library's current operating hours are Monday through Thursday 8:00 am through 7:00 pm and Friday and Saturday 8:30 am to 5:00 pm. While the bulk of the work schedule will fall into these hours, the Outreach Librarian position requires the ability and willingness to work any hours designated by Library Administration.

# THE LIBRARY OF HATTIESBURG PETAL & FORREST COUNTY

## OUTREACH LIBRARIAN

Date: \_\_\_\_\_

*revised 08/2021*

Name: \_\_\_\_\_  
*(Last) (First) (Middle)*

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

If you are not a U.S. citizen, do you have the legal right to work in the United States?  
*(Proof may be required after hire.)*

\_\_\_\_\_ YES          \_\_\_\_\_ NO          \_\_\_\_\_ DOES NOT APPLY

Have you ever been convicted of a crime?          \_\_\_\_\_ YES          \_\_\_\_\_ NO

If yes, please explain below. Note: A conviction does not automatically mean you will not be hired, but misinformation on this item can be grounds for further consideration of termination if you are hired. What you were convicted of and how long ago are important. Give all the facts so a decision can be made.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# PART I

## RELEVANT JOB EXPERIENCE

In this part of the application we are interested in those life experiences which are related to the job for which you are applying. In the spaces below (*use extra paper if necessary*) list only those experiences which are related and/or show you can do the job for which you are applying. You may list part-time and unpaid experience, as well as, full-time and paid experience. The letter codes (A, B, C, etc.) will be used later in completing this application, therefore, if you list additional experiences be sure to put a letter code (F, G, H, etc.) above each additional experience.

May we contact your present employer? \_\_\_\_\_ YES \_\_\_\_\_ NO

*If you check yes, your present employer will not be called until you have completed an interview and are a finalist for the position.*

Are you currently working for a State agency, such as a school, a hospital, or a city or county government office in a position that is covered by the Mississippi Public Employees' Retirement System?

\_\_\_\_\_ YES \_\_\_\_\_ NO

Are you currently retired from OR are you drawing benefits as a retiree from the Mississippi Public Employees' Retirement System? \_\_\_\_\_ YES \_\_\_\_\_ NO

### VERIFICATION OF ALL THIS INFORMATION MUST BE POSSIBLE

(A)

Job Title: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_  
(From / To) \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Salary when you left: \_\_\_\_\_  
Reason you left: \_\_\_\_\_

(B)

Job Title: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_  
(From / To) \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Salary when you left: \_\_\_\_\_  
Reason you left: \_\_\_\_\_

# PART I

(CONTINUED)

(C)

Job Title: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_  
(From / To) \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Salary when you left: \_\_\_\_\_  
Reason you left: \_\_\_\_\_

(D)

Job Title: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_  
(From / To) \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Salary when you left: \_\_\_\_\_  
Reason you left: \_\_\_\_\_

(E)

Job Title: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_  
(From / To) \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Salary when you left: \_\_\_\_\_  
Reason you left: \_\_\_\_\_

# PART II

## RELEVANT EDUCATION/TRAINING

In this part of the application we are interested in your education/training which is related to the job for which you are applying. In the spaces below (*use extra paper if necessary*) list only the education/training which is related to the job and show that you can do the job for which you are applying. You may list accredited formal education/training and/or informal, part-time, paid or unpaid training. Self-taught or other methods of informal learning, perhaps from someone else, may be listed since verification is possible. The number codes (*1, 2, 3, etc.*) will be used later in completing this application, therefore, if you list additional education/training be sure to put a number code (*9, 10, 11, etc.*) above each one.

### VERIFICATION OF ALL OF THIS INFORMATION MUST BE POSSIBLE

(1)

Type of Program / Course:

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Where Attended:

Dates Attended:

Course Title:

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(2)

Type of Program / Course:

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Where Attended:

Dates Attended:

Course Title:

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**PART II**

(CONTINUED)

(3)

Type of Program / Course: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where Attended: \_\_\_\_\_  
Dates Attended: \_\_\_\_\_  
Course Title: \_\_\_\_\_

(4)

Type of Program / Course: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where Attended: \_\_\_\_\_  
Dates Attended: \_\_\_\_\_  
Course Title: \_\_\_\_\_

(5)

Type of Program / Course: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where Attended: \_\_\_\_\_  
Dates Attended: \_\_\_\_\_  
Course Title: \_\_\_\_\_

### PART III

Answer the questions below. Questions with “MQ” represent the minimum qualifications for this job. If you cannot answer “YES” to each of these questions you do not qualify for this position.

Insert a letter (from Part I) and/or a number (from Part II) in the space after CODES to specify where you obtained the knowledge, skill or ability.

*Please note: If you fill out the application incorrectly or incompletely you will not be considered for the position.*

1. Do you have experience or training in providing great customer service?

(MQ) \_\_\_\_\_ YES \_\_\_\_\_ NO CODES \_\_\_\_\_

2. Do you have experience or training in using a PC in a Windows environment?

(MQ) \_\_\_\_\_ YES \_\_\_\_\_ NO CODES \_\_\_\_\_

3. Do you have experience or training in using the internet?

(MQ) \_\_\_\_\_ YES \_\_\_\_\_ NO CODES \_\_\_\_\_

4. Do you have experience or training in using Android and/or iOS apps?

(MQ) \_\_\_\_\_ YES \_\_\_\_\_ NO CODES \_\_\_\_\_

5. Do you have experience or training in communicating in an effective, pleasant and friendly manner?

(MQ) \_\_\_\_\_ YES \_\_\_\_\_ NO CODES \_\_\_\_\_

6. Can you provide **two valid** forms of identification at this time?

One of these *must* be a valid government issued picture ID – the other can be your Social Security card, etc.

(MQ) \_\_\_\_\_ YES \_\_\_\_\_ NO

7. Do you have a master’s degree in Library Science from a program accredited by the American Library Association?

You must supply a copy of your transcript if you are selected for an interview and if selected for the position must provide a certified copy of your transcript prior to employment.

(MQ) \_\_\_\_\_ YES \_\_\_\_\_ NO

# PART IV

The questions in the following section are not minimum qualifications. These questions pertain to desirable qualifications. Unlike the section containing MQ questions, you do not have to answer YES to all of these questions to qualify for the job. It should be noted, though, that those applicants answering YES may be considered better qualified for the job.

Insert a letter (from Part I) or a number (from part II) in the space after CODES to specify where you obtained or used the knowledge, skill, or ability.

*Note: If you fill out the application incorrectly or incompletely you will not be considered for the position.*

Please describe your experience in the blanks that follow each question.

1. Have you had experience or training in being a part of a management team?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES      \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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2. Have you had experience or training in working at a customer service desk?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES      \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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3. Have you had experience or training in dealing with disgruntled customers or users?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES      \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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4. Have you had experience or training in helping people find books?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES      \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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# PART IV

(con't)

5. Have you had experience or training in collection development?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES      \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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6. Have you had experience in the use of Microsoft Office tools?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES      \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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7. Have you had experience or training in conducting public programming?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES      \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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8. Have you had experience or training in establishing partnerships?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES      \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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9. Have you had experience or training in developing new library programming?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES      \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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# PART IV

(con't)

10. Have you had experience or training in conducting promotional campaigns?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES      \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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11. Have you had experience or training in the use of traditional media?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES      \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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12. Have you had experience or training in the use of social media?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES      \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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13. Have you had experience or training in personnel supervision?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES      \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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14. Have you had experience or training in branch management?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES      \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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# PART IV

(con't)

15. Have you had experience or training in library promotion?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES      \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

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16. Have you been found guilty of fraud or embezzlement?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

*(If you answer YES please explain)*

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By submitting this application, I certify that the information is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

I authorize the employer to contact references I have listed in order to verify information provided.

## WORK SCHEDULE

The library's current operating hours are Monday through Thursday 8:00 am through 7:00 pm and Friday and Saturday 8:30 am to 5:00 pm. While the bulk of the work schedule will fall into these hours, the Information Services Librarian position requires the ability and willingness to work any hours designated by Library Administration.

By submitting this application, I certify that I understand this condition of employment.