

JOB POSTING: CIRCULATION SERVICES LIBRARIAN

The Jackson-Madison County Library is accepting applications for a full-time CIRCULATION SERVICES LIBRARIAN. Applicants must submit a completed Madison County application form to Dinah Harris at dharris@madisoncountyttn.gov. Application may be picked up at the Main Library 433 E. Lafayette Street or the North Branch at 8 Stonebridge, Suite F & G.

Posted date: *May 19, 2022*

Location: *Jackson-Madison County Library, 433 East Lafayette St, Jackson, TN*

Jackson- Madison County Library seeks enthusiastic, service-oriented, Circulation Services Librarian.

Candidates must possess the following qualifications:

- High school graduate a must; college degree preferred
- Library experience is not required but preferred
- Basic computer skills mandatory with motivation and ability to progress
- Must be able to communicate well
- Must have desire to serve others
- Ability to interpret and enforce library policy and procedures
- Experience managing other people highly desired
- Ability to manage circulation staff in respectful and effective manner
- Ability to establish and maintain effective working relationships with superiors, associates, officials of other agencies and the general public

Specific job responsibilities will be discussed if interview is granted.