All job duties listed below include the development, implementation, and coordination from start to finish. It is the sole responsibility of this position to ensure the duties are completed timely and accurately, seeking out additional resources as needed.

**Management Responsibilities:**

* **Maintain Overall Awareness**: Have a comprehensive understanding of all responsibilities, areas, and projects within the department.
* **Goal Setting**: Establish clear goals and expectations of employees.
* **Communication:** Communicate clearly to staff and follow up in writing when necessary.
* **Budget:** Create budget for department and monitor expenditures throughout year against expenditure reports.
* **Job Duties List**: Keep the job duties list current by adding or deleting changes as necessary and report to manager any changes.
* **Oversee Staff Duties**: Ensure that all staff members are completing their job duties adequately, efficiently, and punctually.
* **Review Workflow**: Regularly assess the workflow of employees to ensure duties are distributed equitably and adequately.
* **Set Deadlines**: Provide staff with deadlines for monthly reporting and other assigned duties.
* **Review Reports**: Examine employee reports and supporting documentation for accuracy and completeness.
* **Procurement:** Ensure all Purchase Requests, Contracts and Contract Requests are approved by a Deputy Director and if required the Executive Director before obligating the agency.
* **Maintain Employee Files**: Keep an updated file on each employee, including performance records and job duties.
* **Document Performance Discussions**: Record all discussions with employees regarding performance or job duties.
* **Train New Employees**: Train new staff members in all areas of their job responsibilities.
* **Cross Train Employees:** Ensure staff are cross trained and each position has a backup to its duties.
* **Conduct Department Meetings**: Hold monthly department meetings with all staff.
* **One-on-One Meetings**: Meet individually with staff members monthly.
* **Encourage Employee Feedback:** Actively solicit and encourage feedback from employees to improve processes and workplace morale.
* **Provide Work Progress Updates**: Regularly update the manager on the progress of work within the department.
* **Website**: Maintain sections of MLC website that relate to department areas and review regularly making changes as needed. (includes Libguides)
* **Remote Work Duties**: Assign specific duties for staff when the agency is closed and Remote Work is in effect.
* **Communicate During Remote Work**: Regularly communicate with staff during Remote Work days to ensure duties are being performed.

**Specific Job Duties:**

* Participate in meetings as requested.
* Ensure all department reporting is submitted by the 10th of each month.
* Collaborate with other departments as needed.
* Serve on specific committees as requested.

**--------Each individual person’s specific job duties will be added here ---------**

**Other Duties:**

* Stay active on TEAMS during the workday and promptly respond to messages.
* Check VPN connection weekly to ensure it is functioning properly.
* Update Medco key on a weekly basis.
* Submit timesheet within five days of the end date.
* Complete and submit monthly reports by the 5th of each month.
* Always maintain professional and respectful communication, both in the work environment and when representing the agency in any capacity.
* Dress appropriately and professionally for the standard of appearance for your job position. You represent MLC while both inside and outside the building.
* Follow all agency policies, procedures, and guidelines outlined in the Mississippi Library Commission’s Employee Guide.
* Follow all policies outlined in the Mississippi State Employee Handbook
* Perform other duties as assigned.

**Travel:**

* Turn in travel requests within ten days of your trip, unless otherwise arranged.
* Turn in travel reimbursement within ten days after your trip, unless otherwise arranged.
* Ensure travel requests are approved by a Deputy Director and if out-of-state the Executive Director before obligating the agency.

**Procurement Card Responsibilities:**

* Ensure that the Purchase Request is signed before proceeding with the purchase of any item(s).
* Adhere strictly to the State Procurement Card Guidelines available on the DFA website.

**Travel Card Responsibilities:**

* Adhere strictly to the Travel Card Guidelines, Policy and Procedures Manual available on the DFA website and the Mississippi Library Commission’s Procurement Card Guidelines.

**Physical Responsibilities:**

* Must possess mobility to work in a standard office setting, and to use standard office equipment including a computer, printer, phone, and copier.
* Must have the ability to sit or stand for extended periods of time.
* Must be able to be on time and meet responsibilities or effectively communicate with supervisor any deviations.
* Must have strength and agility to move files, paper boxes, minor office equipment, and to shelve books.
* Must have ability to lift and carry up to 25 pounds.
* Knowledge and ability to drive a state vehicle.