

The Missouri Department of Corrections Librarian Opportunities:

The Missouri Department of Corrections is looking for several exceptional Librarians to join our team.

The Missouri Department of Corrections operates libraries within each of their facilities. The position requires comprehensive knowledge of the principles, practices, procedures, and techniques of library science. The librarian plans, directs library services and all related institutional operations of library programs within Departmental guidelines. This position is responsible for the daily operation of the library programs duties include collection development, budgeting, inventory and maintaining library records, supervision and training of offenders. The ability to communicate effectively with peers, supervisors, offenders and external customers to ensure necessary information is accurately conveyed to accomplish desired outcomes is essential. Performs other related work as assigned.

Base Salary:

Librarian I - \$1232.50/bi-monthly

Librarian II - \$1386.50/bi-monthly

*Increase after successful completion of nine month probationary period.

Education Requirement:

Librarian I: A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in Library Science, OR Four or more years of experience as an assistant in a library which involved the cataloging, indexing, classifying, issuing, and care of books and related materials.

Librarian II: One or more years of experience as a Librarian I with the Missouri Uniform Classification and Pay System; OR A Master's degree from an accredited college or university in Library Science; OR A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in Library Science; AND One or more years of professional experience involving the application of standard library techniques.

Positions are currently available at:

Algoa Correctional Center
8501 No More Victims Road Jefferson City, MO 65101

Chillicothe Correctional Center
3151 Litton Road Chillicothe, MO 64601

Booneville Correctional Center
1216 East Morgan Street Booneville, MO 65233

Tipton Correctional Center.
619 North Osage Avenue Tipton, MO 65081

All applicants must apply through the Office of Administration EASE application process to be considered. EASE Online job application is available at

<http://oa.mo.gov/personnel/> or <https://www.ease.mo.gov/Logon/RegisterOrLogon.aspx?ReturnUrl=%2f>

Other helpful links:

Missouri Careers: <https://mocreers.mo.gov/>

Full Job description - Librarian I: <http://oa.mo.gov/personnel/classification-specifications/3020>

Full Job description - Librarian II: <http://oa.mo.gov/personnel/classification-specifications/3021>

Benefits, Policies and Related Information: <http://oa.mo.gov/personnel/resources-state-employees>

Or contact

Kimberly Bresnahan
Library Services Coordinator
Missouri Department of Corrections
Division of Offender Rehabilitative Services
1717 Industrial Drive
Jefferson City, MO 65109
573.526.6540 (phone)
573.526.3009 (fax)
kimberly.bresnahan@doc.mo.gov