



## **The Missouri Department of Corrections** **Librarian Opportunities**



The Missouri Department of Corrections is looking for 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.

Positions are currently available at:

Tipton Correctional Center.

619 North Osage Avenue Tipton, MO 65081

### **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.

Applicants should complete the Missouri Department of Corrections Application and submit it as well as a resume and transcripts to:

Missouri Department of Corrections  
Division of Offender Rehabilitative Services  
ATTN: Trula Woods  
1717 Industrial Dr., 5th Floor  
Jefferson City, MO 65109

OR E-MAIL  
[Trula.Woods@doc.mo.gov](mailto:Trula.Woods@doc.mo.gov)

OR FAX  
573.526.3009

Application link: <https://doc.mo.gov/sites/doc/files/2018-05/931-1419.pdf>

**Application Deadline: Friday, September 21, 2018**

Other helpful links:

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

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

For more information contact:

Kimberly Bresnahan, Library Services Coordinator

Missouri Department of Corrections  
Division of Offender Rehabilitative Services  
573.526.6540 (phone)  
[kimberly.bresnahan@doc.mo.gov](mailto:kimberly.bresnahan@doc.mo.gov)