



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 - \$1,274.00/bi-monthly

Librarian II - \$1,434.00/bi-monthly

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.

Complete an online application at www.ease.mo.gov and then download a copy of the DOC application at <https://doc.mo.gov/sites/doc/files/2018-05/931-1419.pdf> . Once completed, the DOC paper application should be mailed to the DOC Central Hiring Unit at 117 Commerce Drive, Jefferson City, MO 65109; via email to doc.employment@doc.mo.gov ; or sent by fax to 573-526-7666. **Please make sure to list the Job Position/Title and county(ies) interested found on the MO Careers site.** Please include a copy of your transcripts if claiming college coursework. If you are claiming Veterans' Preference, or Parental Preference points, please submit a copy of your DD-214 (showing type of discharge) and/or your NGB-22 with your DOC paper application. Materials must be postmarked or received in our office by the closing date to be considered.

Other helpful links:

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

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

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

For more information contact: Kimberly Bresnahan, Library Services Coordinator
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Division of Offender Rehabilitative Services
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