



## Northwest Georgia Regional Library System Dalton-Whitfield County Public Library Full-Time Children's Coordinator / Library Assistant

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- **Type:** Full-time (40 hours / week)
- **Annual:** \$44,581 (\$27,040 in wages at \$13/hr + \$17,541 in benefits)
- **Posted Date:** 10/12/2021
- **Deadline to Apply:** Open until filled

### Job Summary

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Under the direction of the Northwest Georgia Regional Library Director and the Dalton-Whitfield County Public Library management team, this position will perform routine clerical functions in support of library operations, will be responsible for all aspects of library service to the birth – 5<sup>th</sup> grade population at the branch, and will create social media marketing content. This position has a strong focus on helping the public with using library services, including computers and the internet.

**PLEASE NOTE HOURS:** Position generally works 40 hours per week. The library manager will prescribe the hours and schedule.

**Must be able to work days, evenings, and/or weekends.**

### Essential Job Duties

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- Performs customer service functions at the circulation desks and public computing area and; provides assistance and information related to library services, fees, procedures, or other issues
- Checks library materials in/out; scans materials in library's computerized circulation system; provides patrons with due date information; retrieves books from book drop; identify reserved books; sorts/arranges materials on book carts for shelving; separates new books for display
- Places books/materials in appropriate shelving areas; sorts and shelves books, magazines, newspapers, and audiovisual materials in the appropriate order
- Assists library patrons in identifying and locating appropriate materials related to customer queries
- Monitors inventory levels of library supplies; initiates requests for new or replacement materials to the library manager
- Answers the telephone; provides information and assistance; takes/relays messages or directs calls to appropriate personnel; returns calls as necessary
- Provides service to a diverse population that includes English and Spanish speakers
- Develops, implements, and presents programs for children (birth – 5<sup>th</sup> grade)
- Collaborates with regional staff to plan and implement Summer Reading programs
- Assists in promoting and publicizing children's events and the library as a whole
- Maintains and reports statistics related to youth services as required



- Attends regularly scheduled youth planning meetings and workshops, webinars, and training as approved by the NGRL Director
- Establishes and maintains a relationship with Whitfield County Schools and Dalton Public Schools
- Selects materials appropriate for the children's collection based on community need within given budget
- Works with other library staff to weed the collections as appropriate on a regular basis, following the system's Collection Development Policy
- Opens, closes, and covers other departments according to shift assignments
- Routinely cleans/sanitizes restrooms, work spaces, and other areas as required
- Assumes additional responsibilities and performs special projects as needed or directed
- Performs other duties as assigned

## Requirements of Position

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### Minimum Qualifications

- Valid driver's license
- High school diploma or GED required; supplemented by two (2) years previous experience as a paid or volunteer employee and/or training involving library work, general clerical work, customer service, teaching or tutoring; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job
- Conversational Spanish skills
- Must successfully pass a criminal background check
- Have basic proficiency with Microsoft Office or equivalent programs, and the Windows operating system
- Have the flexibility to work day, evening, and weekend hours
- Comfortable speaking with and in front of community groups
- Able to complete work quickly and accurately
- Able to work independently or with a team
- Able to communicate effectively and to provide excellent customer service to the public
- Able to walk, bend, and to physically examine and manipulate a computer, monitor, and/or other computing components
- Able to push loaded book trucks up to 100 pounds and to carry boxes and materials up to 35 pounds

### Preferred Qualifications

- Bilingual in Spanish and English is highly desirable
- Additional degrees in related fields are highly desirable

## To Apply

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Send a cover letter and resume to [ngrljobs@gmail.com](mailto:ngrljobs@gmail.com). Please include the library branch and position title in the subject line. No phone calls or walk-ins.