



Northwest Georgia Regional Library System Calhoun-Gordon County Public Library Full-Time Library Assistant and Spanish Language Liaison

- **Type:** Full-time (40 hours / week)
- **Posted Date:** 12/07/2021
- **Deadline to Apply:** Open until filled

Job Summary

Under the direction of the Northwest Georgia Regional Library Director and the Calhoun-Gordon County Public Library management team, this position will perform routine clerical functions in support of library operations, will assist with the selection of Spanish materials, will translate library documents, and will help patrons in both Spanish and English. The candidate will be required to teach Basic English to Speakers of Other Languages (ESOL) and assist with teaching other basic classes.

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

- 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
- Schedules/reserves use of library meeting/conference rooms by patrons or community organizations
- 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
- Helps patrons with computer access and printing throughout the library in both English and Spanish
- Assists in promoting and publicizing programs for the library as a whole
- Maintains and reports statistics related to programs and classes as required
- Plans and/or delivers basic ESOL instruction to the public on a weekly basis or as requested by the library manager
- Establish and maintain a relationship with community agencies



- Provides translations of library documents from English to Spanish
- Selects materials for the Spanish collection of books, movies, and audiobooks for all ages with assistance from branch manager and department staff
- Reports any major issues to and confers with the branch manager and supervisor on all aspects of library services
- Attends workshops, seminars, etc. to stay abreast of developments in library operations, ESOL, citizenship, and Spanish language materials as approved by the NGRL Director
- 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

Minimum Qualifications

- Bilingual (English and Spanish)
- Valid driver's license
- High school diploma or GED; 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
- 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 in both English and Spanish
- 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

- Additional degrees in related fields are highly desirable

To Apply

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