



Northwest Georgia Regional Library System Calhoun-Gordon County Public Library Part-Time Library Assistant and Adult Services Coordinator

- **Type:** Part-time (28 hours / week)
- **Pay:** \$11.40 / hour
- **Posted Date:** 1/28/2022
- **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 be responsible for all aspects of library service to the adult 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, and on providing library programming.

PLEASE NOTE HOURS: Position generally works 28 hours per week. Library management 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
- Develop, implement, and present programs for adults
- Collaborate with regional staff to plan and implement Summer Reading programs
- Assists in promoting and publicizing adult-focused events and the library as a whole
- Maintains and reports statistics related to adult services as required



- Attend regularly scheduled adult services planning meetings and workshops, webinars, and training as approved by the NGRL Director
- Establish and maintain a relationship with community agencies
- Select materials appropriate for the adult collection based on community need within given budget
- Work with other Librarians to weed the adult collection as appropriate on a regular basis following the library system's Collection Development Policy
- Opens, closes, and covers other departments according to shift assignments
- Cleans/sanitizes restrooms, work spaces, and other areas
- Assumes additional responsibilities and performs special projects as needed or directed
- Performs other duties as assigned

Requirements of Position

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
- 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 English and Spanish
- Additional degrees or experience 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.