



## Northwest Georgia Regional Library System Calhoun-Gordon County Public Library Part-Time Library Assistant

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- **Type:** Part-Time (28 hours / week)
- **Position ID:** CG-LA28-0822
- **Pay:** \$12.54 / hour + TRS Retirement & Flexible Benefits
- **Posted Date:** 08/09/2022
- **Deadline to Apply:** Open until Filled

### Job Summary

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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 serve as the first person of contact for all aspects of library customer service, and will assist patrons with public computing use.

**PLEASE NOTE HOURS:** Position generally works 28 hours per week. The library management team 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
- Distributes and receives books for the PINES statewide Interlibrary Loan through courier service and holds processing
- 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
- Helps patrons with computer access and printing throughout the library
- Assists in promoting and publicizing programs for the library as a whole
- Maintains and reports statistics related to programs and classes as required
- Reports any major issues to and confers with supervisors on all aspects of library services
- Attends webinars, workshops, seminars, etc. to stay abreast of developments in library operations



- Follows and enforces library policies
- Assists a diverse patron population, including English and Spanish speakers
- 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
- 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
- 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

- Two (2) years previous experience as a paid or volunteer employee and/or training involving library work, general clerical work, or customer service; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job
- Bilingual
- 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 Position ID (CG-LA28-0822) in the subject line. Send all communications relating to the position, applications, and status updates to [ngrljobs@gmail.com](mailto:ngrljobs@gmail.com) only; failure to follow the application process may result in disqualification. No phone calls or in-person visits relating to applications, please.