



**Northwest Georgia Regional Library System  
Calhoun-Gordon County Public Library  
Full-Time Library Assistant and Local History Department**

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- **Type:** Full Time (40 hours / week)
- **Position ID:** CG-LH40-0323
- **Pay:** \$13.00 / hour plus benefits
- **Posted Date:** 03/02/2023
- **Deadline to Apply:** 03/24/2023

### **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. This position will also be responsible for providing historical and genealogical reference assistance to the public, processing and maintaining genealogical research files, coordinating outreach, and delivering history-related programming.

**PLEASE NOTE HOURS:** Position generally works 40 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; identifies 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
- Assists with genealogical and historical research in response to patron inquiries
- Assists patrons with using genealogical and historical digital and print resources



- Designs and provides training to staff and public in genealogical research, and develops a variety of educational genealogical programming for patrons and the community
- Assists with periodical and newspaper collections, organizes and manages Family files, Bible records, and Vertical files
- Prepares displays, exhibits, and visual materials as needed
- 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 departments, 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
- Participates in programs related to the Georgia Digital Library, Georgia Public Library System, and Board of Regents University System of Georgia
- 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
- 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
- One year previous experience in personal or professional genealogical/local history research
- 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
- Degrees in related fields are highly desirable



## To Apply

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Send a cover letter, resume, and at least two professional references to [ngrljobs@gmail.com](mailto:ngrljobs@gmail.com) or apply through **Indeed**. Please include the Position ID (CG-LH40-0323) in the subject line of emails and/or in the message section of the Indeed application. 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.