



**Northwest Georgia Regional Library System  
Dalton-Whitfield County Public Library  
Full-Time Adult Services Coordinator and Library Assistant**

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- **Type:** Full-time (40 hours / week)
- **Position ID:** DW-AS-0323
- **Pay:** \$12.00 / hour with 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 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 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 40 hours per week. Library management 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
- Develops, implements, and presents programs for adults
- Collaborates 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
- Attends regularly scheduled adult services planning meetings and workshops, webinars, and training as approved by the NGRL Director



- Establishes and maintains a relationship with community agencies
- Assists with the selection of materials appropriate for the adult collection based on community need within given budget
- Works with other library staff 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
- 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
- Must successfully pass a criminal background check
- Have proficiency with Microsoft Office or Google Workplace, 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
- Additional degrees or experience in related fields are highly desirable

## To Apply

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Send a cover letter, resume, and two professional references to [ngrljobs@gmail.com](mailto:ngrljobs@gmail.com) or apply online through **Indeed**. Please include the Position ID (DW-AS-0323) in the subject line or in the message area 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.