



**Northwest Georgia Regional Library System  
Dalton-Whitfield County Public Library  
Full-Time Technology Center Library Assistant**

---

- **Type:** Full-Time (40 hours / week)
- **Position ID:** DW-TECH-0924
- **Pay:** \$17.00 per hour + benefits
- **Posted Date:** 09/30/2024
- **Deadline to Apply:** 10/15/2024

### **Job Summary**

---

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 translate library documents, and will help patrons in both Spanish and English. The candidate will be required to teach technology classes in both English and Spanish. This position has a strong focus on helping the public with computer and internet use.

**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 on new bookshelves
- 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
- Plans and delivers technology classes to the public on a weekly basis or as requested by the library management
- Provides translations of library documents from English to Spanish
- Assists with selecting materials for the Spanish collection of books, movies, and audiobooks for all ages



- 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 related areas
- Assists with opening or closing routines according to shift assignments
- Routinely cleans/organizes work spaces, and other areas as required
- Performs other duties as assigned

## Requirements of Position

---

### Required Knowledge and Skills

- Demonstrated high-level verbal and written communication skills; excellent editing and proof reading skills; and ability to present statistical data effectively
- Proficient with Microsoft Office or Google Workplace, the Windows operating system, the Internet, social media, and other common technologies
- Able to complete work quickly and accurately
- Able to work independently or with a team
- Able to provide excellent customer service to the public
- Able to develop and implement creative approaches to reach targeted audiences
- Comfortable speaking with and in front of community groups

### 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 the flexibility to work day, evening, and weekend hours
- Possession of excellent critical thinking skills and the ability to make sound decisions
- Position requires the ability to walk, bend and to physically examine and manipulate a computer, monitor and or other computing components
- Position requires the ability to push loaded book trucks up to 100 pounds and carrying 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](mailto:ngrljobs@gmail.com) or apply online through Indeed. Please include the Position ID (DW-TECH-0924) 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.