



**Northwest Georgia Regional Library System
Calhoun-Gordon County Public Library
Full-Time Library and Public Computing Assistant**

- **Type:** Full-Time (40 hours / week)
- **Position ID:** CG-PCLA-1119
- **Pay:** \$14.94 per hour + benefits
- **Posted Date:** 11/19/2024
- **Deadline to Apply:** 11/29/2024

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 maintain and update library computers with assistance/training from regional IT Librarian, and will assist patrons with public computing use and training. The candidate will be required to teach basic public computing courses.

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

- 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 book-shelves
- 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
- Performs related work as required in the public computing and printing area of the library including following the update and maintenance instructions of the regional Information Technology (IT) staff and performing IT tasks as instructed by the regional IT staff
- Plans and/or delivers basic computing instruction to the public as requested by the library manager, IT staff or library director
- Couriers computers, equipment, peripherals, network devices, and/or library materials as needed



- Provides maintenance for and guidance on public-use 3D printers, virtual reality systems, and video game systems
- Assists in promoting and publicizing programs for the library as a whole through social media
- Maintains a respectful environment following NGRL policy while working with all age groups
- Maintains and reports statistics as required
- Reports any major issues to and confers with the regional IT Librarian on all aspects of library networking and computing and reports on all aspects of library services to supervisors
- Attends workshops, seminars, etc. to stay abreast of developments in library operations and technology
- 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

Minimum Qualifications

- Valid driver's license
- High school diploma or GED; supplemented by two (2) years previous experience involving library work, computer maintenance and repair, or technical support; 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, Google Drive, Windows operating system and ChromeOS
- Have proficiency with identifying and replacing internal and external computer hardware and peripherals
- 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
- Comfortable speaking with and in front of community groups
- 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

- The ability to speak languages in addition to English is highly desirable.
- Additional degrees in related fields are highly desirable.

To Apply

Send a cover letter, resume, and at least two professional references to ngrljobs@gmail.com or apply through Indeed. Please include the Position ID (CG-PCLA-1119) in the subject line of emails or in the message section of the Indeed application. Send all communications relating to the position, applications, and status updates to 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.