



**Northwest Georgia Regional Library System  
Calhoun-Gordon County Public Library  
Full-Time Library Assistant and Young Adult Coordinator**

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

### **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 be responsible for all aspects of library service to the 6<sup>th</sup> – 12<sup>th</sup> grade (tween / teen) 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.

**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
- 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
- Develops, implements, and presents programs for 6<sup>th</sup> – 12<sup>th</sup> grade
- Maintains a respectful environment following NGRL policy while working with all age groups
- Collaborates with regional staff to plan and implements Summer Reading programs
- Assists in promoting and publicizing YA events and the library as a whole
- Maintains and reports statistics related to youth services as required



- Attend regularly scheduled Youth planning meetings and workshops, webinars, and training as approved by the NGRL Director
- Establish and maintain a relationship with Calhoun City and Gordon County Schools
- Select materials appropriate for the YA collection based on community need within given budget
- Work with other library staff to weed the YA 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
- 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 a minimum of two (2) years previous experience working with the 6<sup>th</sup> – 12<sup>th</sup> grade age group, preferably in settings with large groups such as classrooms, recreation centers, youth groups, and etc.
- 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
- 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 at least two professional references to [ngrljobs@gmail.com](mailto:ngrljobs@gmail.com) or apply through Indeed.** Please include the Position ID (CG-YA-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](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.