



Position: Library Assistant

Reports to: Manager of Buchanan-Haralson Public Library

Work location: Buchanan-Haralson Public Library in Buchanan, GA

Start Date: TBD

West Georgia Regional Library System (WGRLS) seeks an enthusiastic, customer-oriented individual who is passionate about reading and literacy in their community to serve as Library Assistant at Buchanan-Haralson Library in Buchanan, Georgia.

Job Duties

- Perform general circulation duties.
- Provide accurate, friendly, and efficient customer service.
- Occasionally assist with programs and program development.
- Offer book and movie recommendations to patrons.
- Answer basic computer questions for patrons.
- Other duties as assigned.

Requirements

- High School Diploma or equivalent.
- Good typing/filing skills and basic computer skills are a must.
- Must be able to bend, stoop, reach, lift and carry 35 pounds, and push loaded book carts without assistance.
- Employment is contingent upon passing a background check.

Salary

19 hours per week at \$8.00 per hour. Schedule is flexible with Saturday hours required.

To Apply

Submit a cover letter, résumé, and at least three professional references to jobs@wgrls.org. Position is open until filled.