



Position: Circulation Specialist

Reports to: Neva Lomason Memorial Library Manager

Job Summary

Neva Lomason Memorial Library, a member of the West Georgia Regional Library System, seeks a customer service-oriented individual to oversee the Circulation Department and contribute to fulfilling the library's social media and marketing objectives.

Essential Functions

- Perform and oversee general circulation duties:
 - Support part-time Library Assistants as needed, including in Children's Services.
 - Handle challenging patron situations with patience and exemplary customer service.
 - Process received transit materials and manage holds shelf.
 - Ensure daily service-supporting tasks are completed.
- Create social media posts and in-library marketing, in collaboration with Manager and other Specialists.
- Serve as point-of-contact for meeting room reservations.
- Collaborate with Manager to create volunteer assignments.
- Create monthly programming calendar.
- Assist with program development.
- Other duties as assigned.

Job Requirements

- High school diploma or equivalent.
- Prior experience with PINES and WGRLS policy and procedure strongly preferred.
- 2 years of customer service experience, preferably in a library setting.
- Ability to balance and reprioritize tasks in a busy and dynamic environment.
- Excellent communication skills and ability to work as a member of a team.
- Familiarity with Google Suite, Canva, Instagram, and Facebook.
- Must be able to bend, stoop, reach, lift and carry 35 pounds, and push loaded book carts without assistance.

Salary and Benefits

This is a 40-hour-per-week position at \$14.50 per hour, with some evening and weekend hours required. Medical insurance is available through the State Health Benefit Plan, and flex benefits are available through Georgia Breeze. The position is enrolled in the Teachers Retirement System of Georgia and is eligible for annual vacation and sick leave.

To Apply

Qualified applicants should submit a cover letter, resume, and three professional references to jobs@wgrls.org or apply through our website at <https://wgrls.org/about/careers>. Position open until filled. Employment is contingent upon a satisfactory background check.