



Job Title: Library Assistant

Job Description

West Georgia Regional Library System (WGRLS) seeks a community-minded, detail-oriented, and self-motivated individual to fill the position of Library Assistant at the Heard County Public Library in Franklin, GA.

Job Duties

- Perform general circulation duties.
- Provide accurate, friendly, and efficient customer service.
- Assistance with programs and program development.
- Offer reader's advisory to patrons.
- Answer 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 a satisfactory background check.

Salary

Two part-time positions with 19.5 hours per week at \$11.50 per hour. This position includes morning, evening, and Saturday hours.

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.