



Job Title: Library Assistant

Job Description

West Georgia Regional Library System (WGRLS) seeks a detail-oriented person who is passionate about reading and literacy in their community for the position of Library Assistant at the Neva Lomason Memorial Library in Carrollton, 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 computer questions for patrons.
- Other duties as assigned.

Requirements

- Experience working in customer service.
- 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.

Starting Date: Immediate

Application Period: July 10, 2024 until filled.

Salary

19.5 hours per week at \$11.00 per hour. This position includes morning, evening, and Saturday hours.

To Apply

Interested candidates should submit a cover letter, resume, and at least three professional references to jobs@wgrls.org or submit online at <https://wgrls.org/about/careers/>