



## **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 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**

- 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**

19.5 hours per week at \$11.00 per hour. Position includes evening and Saturday hours.

## **To Apply**

Interested candidates should submit a cover letter, résumé, and at least three professional references to [jobs@wgrls.org](mailto:jobs@wgrls.org) or apply online at <https://wgrls.org/about/careers>. Position is open until filled.