



**Job Title:** Library Assistant

The West Georgia Regional Library System (WGRLS) seeks a community-minded, detail-oriented, and self-motivated individual to fill the Library Assistant position at the Neva Lomason Memorial Library in Carrollton, GA.

**Job Duties**

- Perform general circulation duties.
- Provide patrons with accurate, friendly, and efficient customer service.
- Able to assess situations quickly and provide practical, resourceful solutions promptly.
- Demonstrates patience and professionalism when assisting patrons of all ages and backgrounds.
- Ability to take the initiative and assertively manage multiple tasks while maintaining excellent customer service.
- Willing to develop new skills and adapt to evolving library tools, systems, and best practices.
- Detail-oriented and organized, especially when juggling multiple tasks or helping patrons with specific requests.
- Assistance with teen programs and program development as needed.
- Assist patrons with computer use, reader's advisory services, and other inquiries as needed.
- Must demonstrate strong teamwork skills and a willingness to support colleagues to ensure smooth daily operations.
- Other duties as assigned.

**Requirements**

- High School Diploma or equivalent.
- Excellent typing, filing, and computer skills are a must.
- Must be able to bend, stoop, reach, lift, and carry 35 pounds and push loaded book carts without assistance.

**Salary**

This is a part-time position with 19.5 hours per week at \$14.50 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](mailto: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.