



Job Title: Library Assistant

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

Job Duties

- Perform general circulation duties including checking materials in and out, placing holds, shelving materials, providing reader's advisory assistance, and handling fines.
- Assist patrons with printing and library-related apps.
- Provide patrons of all ages and backgrounds with accurate, friendly, and efficient customer service.
- Periodically develop and manage month-long displays for materials.
- Keep patrons informed of WGRLS and PINES updates and events.
- Manage multiple tasks while maintaining excellent customer service.
- Follow WGRLS and PINES policies, and explain policies to patrons as needed.
- Collaborate with colleagues to ensure smooth daily operations.
- Other duties as assigned.
- If you are interested in one of the following service areas, please indicate your preference in your application materials:
 - Children's services
 - Social media and marketing
 - Adult services

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 or apply through our website at <https://wgrls.org/about/careers>. Employment is contingent upon a satisfactory background check. Position open until filled.