



Job Title: Reference Specialist

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

Job Duties

- Develop and coordinate programming for adult patrons based on community needs and interests, including the Summer Reading Programming.
- Assist patrons with common technology issues and provide technology and information literacy instruction.
- Provide patron assistance at the information desk.
- Handle reference inquiries, including reader's advisory and basic assistance in the Local History Room.
- Collaborate with the Library Manager on collection maintenance, including weeding projects and title selection.
- Collaborate with the Circulation Specialist on displays and marketing plans.
- Oversee new materials processing and materials repair.
- Provide accurate, friendly, and efficient customer service.
- Perform general circulation duties as needed.
- Other duties as assigned.

Requirements

- High School Diploma or equivalent.
- Excellent typing, filing, and computer skills are a must.
- Effective communication and problem-solving skills, and an ability to work as a member of a team.
- Must be able to bend, stoop, reach, lift, and carry 35 pounds and push loaded book carts without assistance.

Salary and Benefits

This is a full-time position with 40 hours per week at \$14.50 per hour, including morning, evening, and Saturday hours. Benefits include health insurance through the State Health Benefit Plan, incidental types of insurance through GaBreeze, annual and sick leave, and enrollment in the Teachers Retirement System of Georgia.

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. **Open internally until Tuesday, January 20, 2026.**