



**Job Title:** Library Assistant

**Job Description**

West Georgia Regional Library System (WGRLS) seeks a community-minded, detail-oriented, and self-motivated individual to fill the position of Library Assistant at the Whitesburg Public Library in Whitesburg, GA.

**Job Duties**

- Perform general circulation duties.
- Provide accurate, friendly, and efficient customer service.
- Participate in programs and program development.
- Offer reader's advisory 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 a satisfactory background check.

**Salary**

This is a part-time position with 10.5 hours per week at \$10.00 per hour, including 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.