



MIDDLE GEORGIA REGIONAL LIBRARY

EMPLOYMENT OPPORTUNITY

Library Assistant, Montezuma Public Library

Part-time, \$10.00 per hour, 16 hours per week

Summary:The Library Assistant will positively represent the Middle Georgia Regional Library with professionalism through demeanor, appearance, and interactions with the public and other staff members. The Library Assistant will provide assistance and information related to library services, fees, procedures, or other issues necessary to complete the daily operations of the department. Work hours include nights and weekends.

The ideal candidate will have:

- Current knowledge of library trends
- Exceptional customer service skills and initiative
- Computer and internet skills
- Technical operational knowledge of and skills to operate phone, computer
- hardware/software systems and standard business equipment
- Enthusiasm
- Capability to work collaboratively and as a team player with colleagues
- Strong work ethic and ability to prioritize multiple tasks and follow through in a timely manner

Essential duties and responsibilities include the following. Other duties may be assigned.

- Issues borrowers' library identifications, locates and checks out materials to patrons, inspects returned materials for damage, and computes, records, and receives overdue fines.
- Processes and maintains reserve materials and interlibrary loans.
- Sorts returned materials according to classification code and need for repair, and returns them to shelves, files, or other designated storage area.
- Repairs materials, collects and prepares materials for binding, and maintains binding records.
- Checks orders for new materials against existing collection, and prepares and expedites ordering.
- Sorts and shelves new materials.
- Enters cataloging data in library automated online system, or files cards in card catalog.
- Answers inquiries of nonprofessional nature and refers persons requiring professional assistance to librarians.
- Assists patrons in use of electronic equipment.
- Updates computer records as requested.
- Answers phones and checks in and processes mail.

To apply:

E-mail resume, cover letter, and MGRL employment application (found at bibblib.org/employment) to jobs@bibblib.org.

Incomplete applications will not be considered.

Applicants who are not selected will not receive notification.

First review of applicants is Monday, January 30, 2023 at 12:00 PM.