**Part Time Library Assistant, Taliaferro County Library**

Position: Library Assistant; Taliaferro County Library, Crawfordville, GA.
Status: Part-time; without benefits
Hours: 14 - 17 hours per week; requires every other Saturday weekend hours
Salary: $9.00 per hour
Application Deadline: Open until filled

JOB DUTIES

The position entails helping patrons at the public service desk, using the library automation system to circulate materials and issue library patron cards, shelving books, assisting with children’s programs, following library policies and procedures, and performing other assigned duties. The Director and Assistant Director of the Bartram Trail Regional Library System will supervise this position.

The ideal candidate should possess the following qualifications:

* Exceptional customer service skills
* Proficiency in using computers
* Excellent written and verbal communication skills
* Ability to stand or sit for extended periods of time and perform repetitive movements
* Experience in typing, filing, data entry, and operating office equipment
* Physical ability to roll a loaded book cart weighing up to 100 pounds, lift crates weighing 25 pounds, and perform tasks such as bending, stooping, reaching, and climbing
* Availability to work on weekdays and every other Saturday rotation.

EDUCATIONAL EXPERIENCE

* High school diploma or higher. Previous library or customer service experience preferred.
* Current valid GA Driver’s License, preferred.

TO APPLY

Go to btrl.net/employment, download job application, and email application to willism@btrl.net.

The Bartram Trail Regional Library is an Equal Opportunity Employer.

* All successful applicants must pass a drug test and a criminal background check.