



**DE SOTO TRAIL
REGIONAL LIBRARY**
Serving Baker, Early, and Mitchell Counties

Position Title: Library Assistant
Library: Mitchell County Public Library – Camilla and Pelham
Status & Hour: Part-Time, up to 19 hrs/week
Reports to: Branch Manager
Salary/Wage: Varies
Shift: Varies, includes mornings, evenings, and weekends

Position Description

This part-time position works with other Library Assistants to provide front-line services, to patrons in the library, including materials circulation, reader's advisory, and other routine, supportive duties. This position requires a positive customer service attitude, dependability, tact, knowledge of library policies and procedures, and the ability to work as part of a team. The ability to start, finish, or pick up work projects at various points, without direct supervision, is vital. This position reports directly to the Branch Manager.

Typical Duties & Responsibilities

- Sorts, shelves, relocates, and searches for library materials accurately and efficiently
- Regularly reviews shelves for accuracy of order, re-shelving materials as needed
- Maintains order and attractiveness of library collections through balancing, edging, and shifting materials
- Clears study tables and keeps furniture in order
- Does simple mending of library materials, labeling and covering
- Performs routine circulation duties, including checking in, checking out, and renewing library materials
- Assists patrons with technology use, including computers and copier
- Provides simple directional information to patrons
- Assists with the creation of displays to promote library events and materials
- Work shifts and fill-in at other Mitchell County Public Library branches as needed
- Performs other related duties as assigned

Expectations

- Displays courtesy and respect to provide helpful customer service
- Ability to communicate effectively; to understand and carry out simple oral and written directions
- Demonstrates good judgment, accuracy, orderliness, and reliability
- Ability to sort and file alphabetically and numerically

- Possesses suitable computer/technology skills; able to accurately access, input, and receive information from a computer workstation or related technology
- Proficient in Microsoft Word and Excel or Google Workspace. Knowledge of computers, current information technologies, social networking, and internet use.
- Physical condition commensurate with the demands of the position, including but not limited to, ability to stand for long periods, to reach, bend, and lift objects such as books, supplies, and files; ability to exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

- High school diploma or GED. Previous library experience preferred.
- Current valid Georgia Driver's License.