

Employment Opportunity

Fitzgerald-Ben Hill County Library
Library Assistant I
Part Time

19 Hours Per Week, No Benefits

Start Date: Tuesday, May 21, 2019

Application Deadline: Wednesday, May 15, 2019

Salary: \$8.00/hr



The Library Assistant I performs those activities associated mainly with the circulation desk and customer service, as well as programs, reader's advisory, technology assistance, and more. The ideal candidate will have exceptional customer service skills, computer skills, internet skills, and knowledge of books, authors, genres and research techniques. The Library Assistant candidate will have 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 library.

Qualifications: High school degree or GED equivalent required. Previous library experience preferred and a true interest in libraries and ability to work with all types of people required of successful applicant. Ability to work well under pressure; to communicate well and follow and execute written and oral instructions; thorough knowledge of basic math and computer skills. Promptness and dependability required. Tasks involve the regular, and at times, sustained performance of moderately physically demanding work, including standing for long periods of time.

Application available at the circulation desk at Fitzgerald-Ben Hill County Library, 123 North Main Street, Fitzgerald, GA 31750

To apply:
Submit an application to
Jennifer Johnson, Branch Manager
123 N. Main Street
Fitzgerald, GA 31750