



Coastal Plain Regional Library System

Serving Ben Hill, Berrien, Cook, Irwin, Tift, and Turner Counties

Position Title: Processing Assistant

Type of Position: Part-time, partial benefit earning

Salary: \$10 per hour (20-25 hours per week)

Start Date: ASAP

To Apply: Apply in person at 2014 Chestnut Ave., Tifton, GA

Or send resume to Sandy Hester via email at shester@cprl.org

Job Summary:

The Coastal Plain Regional Library System is seeking a self-motivated, detail-oriented individual to serve as a vital member of the team of a thriving library system, serving 6 counties in rural South Georgia. The Processing Assistant will be responsible for receiving all materials (books, audiobooks, DVDs, etc.) and preparing them for circulation. Consistency and attention to detail are must have skills for this role. The Processing Assistant will coordinate with branch managers and the system cataloger to ensure all materials meet a high standard of shelf-readiness.

Typical Duties:

1. Receiving and Processing Materials:
 - a. Opening boxes from vendors and assuring accuracy of orders
 - b. Stamping/marketing items for proper branch
 - c. Maintaining and submitting required documentation
 - d. Barcoding, labeling, covering, and preparing items for circulation
 - e. Distributing materials for delivery to branches
2. General Library Duties:
 - a. Assisting library users
 - b. Interacting with Branch Managers and other staff
 - c. Contributing to the smooth operation and growth of the library system

Necessary Knowledge, Skills, and Abilities:

- Understand the purpose and functions of public libraries
- Ability to make decisions, to use good judgment, and to organize areas of responsibility
- Ability to show initiative and to work independently under general goals and guidelines
- Ability to follow and execute oral and written instructions
- Ability to establish and maintain effective working relationships with other library employees
- High level competency in the use of Microsoft Office products (Word, Excel, PowerPoint)
- Promptness and dependability required
- Ability to grasp, hold, and precisely manipulate library materials of various sizes and weights

2014 Chestnut Avenue, Tifton, GA 31794 ♦ 229.386.3400 ♦ 229.386.7007 fax

Member Libraries: Fitzgerald Ben Hill Co. Library ♦ Carrie Dorsey Perry Memorial Library ♦ Cook County Library ♦ Irwin County Library ♦ Tifton-Tift County Public Library ♦ Victoria Evans Memorial Library