

Job Title: Library Assistant for Tallapoosa Public Library

PURPOSE

To perform para-professional library work; to check in and out library materials; to provide circulation desk services such as patron registration and direction; to assist in technical support services; and to perform related work as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Checks in and out materials to patrons; collects overdue fines; issues library cards.
- Opens the library when the manager is unavailable.
- Assists patrons with locating information on various subjects; locates and assists with selecting books; and assists with research as needed.
- Retrieves returned materials from outside drop boxes.
- Answers telephone calls.
- Places items on reserve; contacts patrons regarding reserve items.
- Instructs patrons in the use of public access computers and other technology.
- Receives and processes Interlibrary loan requests.
- Straightens materials and shelves books and other materials.
- Performs other related duties as assigned.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required.
- One to three years of related experience is preferred.

Email applications or resumes to tallapoosa@tallapoosaga.gov or bring to City Hall.

