

POSITION ANNOUNCEMENT

Part-Time Children's Assistant 2

Under general supervision, oversees Children's Department and responsibilities associated with position including:

- Assisting Youth Services Coordinator with Children's Programming
- Answering patron questions about the library collection
- Assisting patrons of all ages with research

The successful candidate will be required to assist in the Children's Department.

The position is 16 hours a week.

Schedule is non-negotiable.

Monday: OFF

Tuesday: OFF

Wednesday: 3pm-7pm

Thursday: 9am-6pm

Friday: OFF

Saturday: 10am-2pm

Minimum Qualifications:

- High school diploma or equivalent and knowledge of library automation and computer applications.

Preferred Qualifications (In addition to the minimum qualifications):

- Comfortable working with children.
- Excellent customer service skills.
- Good public speaking skills.
- Ability to verbally communicate in person and on the telephone.
- Prior library experience strongly preferred.
- Associate's Degree or Bachelor's Degree from an accredited college or university.
- Demonstrated knowledge of a public library, to include knowledge of reference materials and online databases.

Physical Demands

The employee occasionally lifts or moves objects of a light to medium weight, up to 25 pounds. The ability to speak clearly, hear and understand at a normal conversational level is required. Work is typically performed in an office environment with intermittent sitting, standing, or walking in various settings. Full range of hand and finger motion is required for data entry purposes.

Salary/Benefits

Salary is commensurate with education and work experience.

Application Deadline

For best consideration, applications should be received by December 1st, 2017

Position considered open until filled. Candidates must pass a criminal background check. Please submit a *completed application, cover letter* and *resume* to:

jobs@tlsga.org

OR

Twin Lakes Library System
151 South Jefferson St.
Milledgeville, GA
31061

**POSITION CONTINGENT UPON FUNDING AND
ALLOCATION OF POSITION.**

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belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).