



Peach Public Libraries
315 Martin Luther King Jr. Drive
Fort Valley, GA 31030
(478) 825-1640 phone (478) 825-2061 fax
www.peachpubliclibraries.org

JOB ANNOUNCEMENT

PART-TIME LIBRARY ASSISTANT

OPEN UNTIL FILLED

Peach Public Libraries is seeking applicants for a **PART-TIME** (maximum 29.5 hours per week) Library Assistant for the Thomas Public Library in Fort Valley and the Byron Public Library in Byron. Schedule may include some mornings, afternoons, evenings, and some Saturday hours at both libraries.

We are looking for dependable, energetic people with well-developed customer service skills, who work with a minimum of supervision and exercise excellent independent judgment; speak effectively, are attentive to detail, and work well with others.

Duties include:

Issuing library cards, checking materials in and out, collecting and recording fines and fees, sorting and shelving library materials, data collection and entry, preparing reports and information, and handling questions and complaints. Assisting customers in learning how to use the library's search tools i.e. computers, PINES, GALILEO.

Minimum Training and Experience:

Must have graduated from high school, have two years of library or related experience and prior computer training and experience. An Associate's Degree in Liberal Arts or Library Technical Services with one or more years of library experience is preferred. Bi-lingual (Spanish) a plus. Educational requirements may be waived for students currently enrolled in high school or college.

The hourly rate begins at \$7.25 and is dependent upon education, experience and funding. Peach Public Libraries offer a business casual dress code and a professional work environment. Employee benefits package IS NOT available for PART-TIME positions.

Applications can be picked up at the Thomas Public Library in Fort Valley or the Byron Public Library in Byron.

Peach Public Libraries is an equal opportunity employer. It is the policy of Peach Public Libraries to provide equal employment opportunity to qualified persons without regard to race, color, religion, sex, national origin, age, disability, genetic information, uniformed service status, pregnancy, childbirth, or related medical conditions.

Peach Public Libraries is a drug-free and alcohol-free workplace. All job applicants and employees are subject to testing.

Federal law requires verification of the identity and employment eligibility of all persons hired to work in the United States. Peach Public Libraries participates in E-Verify (Employment Verification).

Peach Public Libraries E-Verify Identification Number: 744410

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Peach Public Libraries

Thomas Public Library
315 Martin Luther King Jr. Dr.
Fort Valley, Georgia 31030
(478) 825-1640 phone
(478) 825-2061 fax

Byron Public Library
105 Church Street
Byron, Georgia 31008
(478) 956-2200 phone
(478) 956-5688 fax