



South Georgia Regional Library is seeking an enthusiastic, creative, community minded and customer service oriented leader of Allen Statenville Echols County Library. Qualified applicants should submit a cover letter, resume, and SGRL employment application (available at www.sgrl.org) to the information desk any SGRL location, by fax at 229-333-7669, or by mail to the Administrative Assistant, South Georgia Regional Library, 2906 Julia Drive, Valdosta, GA 31602

Applications will be reviewed as received and interviews will occur as qualified applicants are identified.

SENIOR LIBRARY ASSOCIATE – ECHOLS COUNTY LIBRARY Part Time-25 Hours Per Week

PURPOSE

Under direction, the Senior Library Associate oversees and manages the activities and daily operations of the Echols County Library; assists patrons in identifying and locating appropriate materials using electronic, print and other resources; develops the collection and prepares and conducts programs designed to encourage library use.

ESSENTIAL POSITION FUNCTIONS

- Supervises assigned staff, including establishing workloads, prioritizing work, assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff issues, and recommending disciplinary action as required.
- Provides customer service in person, by telephone, with written correspondence, and through electronic mail for library patrons.
- Searches computer databases and matches document or item information to computer information.
- Serves on committees and task forces, assists in drafting policies and procedures, and makes recommendations to various officials.
- Ensures staffing for the public service desk to provide assistance and direction to library patrons.
- Assists in the preparation of monthly statistical reports.
- Interprets library rules, policies, and procedures for assigned staff and patrons.
- Works diligently to assure books and materials are shelved in a timely manner.
- Develops, maintains, and promotes library programs.
- Assures library area is clean and tidy.
- Performs opening and closing library duties.
- Assists in evaluating building equipment maintenance and repair needs.
- Participates in training assignments.
- Completes occasional walks through the library on each scheduled shift.
- Any other duties/responsibilities as assigned.

REQUIRED QUALIFICATIONS

- Associates Degree

- Knowledge and practice of supervision
- Knowledge of rules, regulations, policies, and procedures governing library operations.
- Correct spelling, grammar, and English usage.
- Methods and techniques used in filing.
- Principles and practices of customer service.
- Methods and techniques used to receive and exchange money.
- Office practices and procedures.
- Personal computers and Microsoft Office software.

PREFERRED QUALIFICATIONS

- Previous library experience preferred.
- A minimum of two (2) years of customer service experience.

PHYSICAL DEMANDS

- Ability to sit and use computer for extended periods and operate standard office equipment, daily.
- Ability to lift and move up to fifty (50) pounds, daily.
- Ability to push book trucks with up to 150 pounds of materials on them, daily.
- Ability to stand for extended periods, daily.
- Ability to perform repeated reaching, bending, climbing and squatting, daily.
- Occasional travel as required.

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of South Georgia Regional Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.