



Now Hiring!

Part-Time Library Associate

The Library Associate will share the responsibilities of the operation of Member Library activities with the Library Manager. The Library Associate's duties will include, but not be limited to, the following:

- i. Be thoroughly trained in most operations of the Member Library in order to provide complete library services to the public in the absence of the Library Manager.
- ii. Assists the Library Manager by completing any and all assigned tasks, including, but not limited to:
 - a. Operates and maintains the circulation desk
 - b. Answering phone calls
 - c. Assisting Patrons
 - d. Handling daily delivery
 - e. Confers with the Library Manager as needed on all aspects of library operations

Requirements

- i. The Library Associate should have at least a high school diploma or a GED certificate.
- ii. The Library Associate should have minimal typing skills, basic filing skills, basic record keeping skills, basic computer skills, and a proven ability to work well with the general public.
- iii. Must have a flexible schedule.

Applications are available at the Eatonton-Putnam County Library or online at:

<http://www.uncleremus.org/forms/EmploymentApplication.pdf>