

# **Crawford County Public Library**

PO Box 73  
340 McCrary Ave.  
Roberta, Ga. 31078  
478-836-4478

## **Job Description: Part-Time Assistant/Substitute for Public Library**

Crawford County Public Library Board plans to advertise and hire a part-time assistant/substitute for the local library.

### **Details:**

- The individual's duty/goal will be to maximize and provide all services offered at the CC Public Library. The part-time Library Assistant will positively represent the Crawford County Library with professionalism through demeanor, appearance, and interactions with the public and other staff members. The ideal candidate will have exceptional customer service skills, computer and internet skills, and knowledge of books, authors, genres, and research techniques.
- It is necessary to possess technical operational knowledge and skills to operate the phone, computer systems, and standard business equipment. The part-time Assistant will provide assistance and information related to library services, fees, procedures, and other issues necessary to complete the daily operations of the library.
- Qualifications: HS degree or one/two years' experience and/or training; or equivalent combination of education and experience. Candidates must have ability to regularly lift and/or move 25 lbs. Background/drug check is required as is a valid driver's license or proof of identification.
- The position will be filled following all of Crawford Co. Commissioner's hiring practices and procedures, as well as meeting Middle Ga Regional Library mandates.
- Hours: maximum 6 hours per week of work allowed. Originally these hours will be used to train and learn all routines of library systems and procedures. The times will be scheduled by the current Head Librarian, Ms. Leda Starnes.
- If additional training is required by the Regional Library guidelines, the hired employee must train as mandated to meet all requirements.
- After trainings have been completed and the employee is deemed capable to work independently (determined by current Head Librarian) the employee will be used to substitute in the absence of the Head Librarian, for the same amount of hours that the library is currently open.
- Rate of assistant pay: \$8.00/hour X 6 hours per week (maximum allowable only for the role of assistant, not substitute).
- In the event that the employee substitutes for the Head Librarian (in his/her absence) the rate paid should be comparable to the hourly rate paid to the Head Librarian starting rate.)

# CRAWFORD COUNTY EMPLOYMENT OPPORTUNITY

THE CRAWFORD COUNTY LIBRARY IS SEEKING A FRIENDLY, POSITIVE,  
CUSTOMER-SERVICE ORIENTED PERSONAL AS A

## PART-TIME LIBRARY ASSISTANT/Substitute

(6 hours per week) \$8.00 per hour

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Qualifications: HS degree or one/two years' experience and/or training; or equivalent combination of education and experience. Candidates must have ability to regularly lift and/or move 25 lbs. Background/drug check is required as is a valid driver's license or proof of identification.

To apply for this position, pick up applications at the Crawford County Public Library or Crawford County Government Building located on 640 GA Hwy 128, Roberta, Georgia 31078. All applications must be turned in by Thursday, Jan. 31, 2019. Electronic applications will be available at [crawfordcountyga.org](http://crawfordcountyga.org). Follow the employment tab. Incomplete applications will not be reviewed.

Crawford County Public Library is a Equal Opportunity/Affirmative Action employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.

# APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER

## PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO. (      )	REFERRED BY		

## EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE?	WHEN?

## EDUCATION HISTORY

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			

## GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

## FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

