Job Opportunity

City of Villa Rica is looking for a Part-Time Library Assistant

This position is responsible for performing a variety of standard library and clerical duties to assist patrons by providing information, assisting in locating materials and demonstrating proper use of reference materials.

Provides information and explains library procedures and policies, assists in locating and gathering materials and demonstrates proper use of reference materials; assists patrons with the use of various equipment;
Register patrons for library cards; prepares and maintains library files; issues and renews library cards according to established guidelines; collects fees, fines and service charges;
Notifies patrons by telephone about requested reserved materials according to established procedures;
Assists with organizing, planning and promoting outreach programs;
Ability to communicate clearly and concisely, both orally and in writing.
Ability to understand and carry out oral and written instructions.

Ability to handle multiple interruptions and adjustments to priorities throughout the day;
Work is typically performed with the employee sitting, standing, walking, and bending, crouching or stooping. The employee must occasionally lift light to moderately heavy objects and use tools that require a high degree of dexterity.

High school diploma or equivalent required; one (1) year of customer service, clerical or related experience; equivalent combination of education and experience.

Applications available at the Villa Rica City Hall from 8:00 a.m. to 5:00 p.m., Monday through Friday; or at www.villarica.org.

City of Villa Rica
c/o Human Resources
571 W. Bankhead Hwy
Villa Rica, GA. 30180

Closing date: May 11, 2012, or until filled.

The City of Villa Rica is an equal opportunity employer