

Position Title: Public Services Librarian

Summary of Role: Recommend, plan, and present library programs, and provide services to community members, organizations, and businesses. This position serves all member libraries, located in Bleckley, Dodge, Pulaski, Telfair, Wheeler, and Wilcox Counties.

Salary Range: \$60,000-\$65,000 depending on experience

Preferred Start Date: by June 1, 2025

Essential Functions, Responsibilities, and Duties:

- Initiate, plan, and present programs for all age groups (youth to adult) across the region in support of library goals and community needs.
- Plan, coordinate, and facilitate assigned services, projects, and programs; prepare and train other staff to assist.
- Create and maintain displays to enhance the library experience and promote resource usage.
- As needed, plan, promote, and provide outreach services for community members, organizations, and businesses.
- Attend library meetings and outreach activities as requested.

Other Duties:

- Assist with circulation and provide basic technology assistance to patrons.
- Actively promote Library services, materials, and programs to customers.
- Respond to and resolve customer questions, concerns, and complaints.
- Maintain knowledge of library policies and procedures.
- Prepare reports and statistics on library usage and programs.
- Perform other duties as assigned.

Qualifications:

- Master's Degree in Library and Information Science from an ALA-accredited program and Georgia Professional Librarian certification (at least Grade 5B) or ability to obtain license within 6 months of hire date.
- Driver's License
- At least 1 year of relevant work experience.
- Written and oral communication skills, including public speaking.
- Able to use computers, software, and other technologies utilized at a public library.
- Flexibility to work rotating hours and various work shifts including days, evenings, weekends, and holidays.

Physical Requirements:

- Frequent lifting and/or carrying of objects weighing up to 40 lbs
- Frequent bending, twisting and squatting
- Ability to communicate orally in a clear manner
- Ability to distinguish sounds at various frequencies and volumes
- Frequent sitting, walking and standing
- Must be capable of using hand(s) for repetitive single grasping, fine manipulations, pushing and pulling and operating controls

- Ability to withstand temperature and noise changes in the work environment

Onsite/Remote Work Location:

This is an in-person position, based in Eastman, GA, and serving six counties (Bleckley, Dodge, Pulaski, Telfair, Wheeler, and Wilcox).

Travel Requirements:

- Frequent travel throughout the local community for services.
- Occasional in-state travel for professional development and library community networking.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the Library. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.