

City of Blythe, GA is seeking applications for a Part-time Librarian. Essential duties of the position include but are not limited to the following:

- Assist patrons with finding leisure reading, supporting independent research and learning
- Maintain library inventory and conduct periodic audits of the information on file
- Acquire, prepare and classify materials
- Coordinate activities and programs in conjunction with Library Board (including weekly story time, and other programs implemented by the Library Board)
- Ensure that library services meet the needs of particular users (children, teens, adults)
- Assist with use of computer equipment
- Explain and enforce library policies and rules
- Perform circulation tasks by using the automatic circulation system to enter and check out materials, maintain statistical records, and enter or locate needed information for patrons, collect fines, and prepare library cards, as necessary
- Oversee day to day management and operation of the library, in conjunction with the Library Board
- Train and oversee library volunteers
- Create displays to highlight book collections or services
- Maintain overall cleanliness and neatness of the library
- Perform other related work, as required by the Mayor and City Council

Knowledge, Skills, and Abilities

- Some knowledge of the principles and practices of public library functions
- Some knowledge of reference tools and procedures
- Some knowledge of the needs of library patrons and the ability to provide the type and level of assistance needed
- Ability to develop and present library programs
- Skill in oral and written communication
- Skill in use of internet and various types of computer technology
- Ability to establish and maintain effective working relationships with city officials, volunteers, and the general public

Qualifications

- High School Diploma, preference for some college and/or degree
- At least two years work in a related field (library, education, etc.)
- Must be willing to work afternoon/early evening hours and one Saturday per month – 12 -16 hours per week. Salary negotiable with experience, **NO benefits provided.**
- Background check required.

Send cover letter with resume to: City of Blythe; Attn: City Clerk; 294 Church ST Blythe GA 30805 or e-mail to cityofblythe@comcast.net or you may apply in person at City Hall.

The City of Blythe is an Equal Opportunity Employer. The City does not discriminate on the basis of race, religion, color, gender, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit and business need.