

# **THE CITY OF MAYSVILLE IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:**

## **LIBRARY ASSOCIATE**

The City of Maysville seeks customer-service oriented applicants for a part-time Library Services position at the Maysville Public Library. The schedule will be up to 20 hours per week and may include Saturday and weekend hours. Library Services positions are responsible for providing checkout, information, and support for library patrons of all ages. This includes providing reader's advisory, computer assistance, shelving books, and other duties as assigned. This person is often the patron's first contact for library service. Assisting patrons with computer questions is a large portion of this job, so candidates must be comfortable with computer technologies on several platforms including but not limited to Windows, Microsoft Office programs, G-Suite, Kindle and iPad.

Qualified applicants will have public library or retail experience. High school diploma or equivalent required, some college preferred. The City of Maysville will consider other combinations of education and experience.

Applicants will be accepted until the position is filled.

Please email or mail a cover letter, completed application, resume and list of three professional references to [Kim.Jackson@CityofMaysvillega.org](mailto:Kim.Jackson@CityofMaysvillega.org), Human Resources Dept., City of Maysville, P.O. Box 86, Maysville, GA 30558.

THE CITY OF MAYSVILLE IS AN EQUAL OPPORTUNITY EMPLOYER

