

JOB OPENING

Library Associate

Putnam County Library
309 N. Madison Avenue
Eatonton, GA 31024

Substitute - As Needed

- **ABILITY TO LIFT 25 POUNDS**
- **ABILITY TO PASS A BACKGROUND CHECK**
- **AVAILABLE TO BEGIN IMMEDIATELY**

Job Duties include, but are not limited to:

- Be thoroughly trained in most operations of the Member Library in order to provide complete library services to the public in the absence of the Library Manager.
- Operates and maintains the circulation desk
- Answering phone calls
- Assisting Patrons
- Handling daily delivery
- Confers with the Library Manager as needed on all aspects of library operations

**Applications are available at the Putnam County
Library, or they can be downloaded from:**

<http://www.uncleremus.org/forms/EmploymentApplication.pdf>