



Northwest Georgia Regional Library System Dalton-Whitfield County Public Library Full-Time Technology Center Library Assistant

- **Type:** Full-Time (40 hours / week)
- **Position ID:** DW-TECH-0226
- **Pay:** \$16.00 per hour plus benefits
- **Posted Date:** 02/25/2026
- **Deadline to Apply:** Open until filled

Job Summary

Working under the direction of the Northwest Georgia Regional Library Director and the Dalton-Whitfield County Public Library management team, you will provide essential support for library operations with a heavy focus on bilingual services. This role is centered on the Technology Center, where you will help visitors use computers and the internet, create and translate educational materials, and lead technology and workforce development classes in both English and Spanish.

Schedule and Hours

- **Hours:** Generally 40 hours per week.
- **Availability:** Must be able to work a flexible schedule, including days, evenings, and weekends.
- **Note:** Specific hours and schedules are set by library management.

Essential Job Duties

Technology and Instruction

- **Bilingual Teaching:** Plan, develop, and lead weekly technology classes for the public in both English and Spanish.
- **Presentation Translation:** Translate instructional presentations and class materials between English and Spanish.
- **Technical Assistance:** Help patrons with computer access, printing, software use, and internet navigation in both languages.
- **Digital Literacy:** Stay up-to-date on common technologies to effectively teach and assist patrons with varying skill levels.

Customer Service and Front Desk

- **Patron Support:** Help visitors find materials, use computers, and answer questions about library services.
- **Circulation:** Check books in and out using the computer system, handle book drops, and manage reserved items (holds).
- **Communication:** Answer phone calls, provide information, and direct visitors to the right person or department.
- **Diverse Service:** Provide friendly, helpful service to a diverse community, including both English and Spanish speakers.

Collection and Operations

- *Document Translation:* Provide accurate written translations of general library documents and signage from English to Spanish.
- *Organization:* Sort, shelve, and arrange books, magazines, and media in the correct order.
- *Collection Care:* Work with the team to “weed” (remove) old or damaged books according to library policy.
- *Reporting:* Keep track of and report statistics as required.
- *Supply Management:* Monitor library supplies and request new items when levels are low.
- *Scheduling:* Open and close the library or cover other departments as assigned.
- *General Support:* Handle special projects and other duties as assigned by leadership.

Requirements of Position

Required Knowledge and Skills

- *Bilingual Communication:* Advanced verbal and written skills in both English and Spanish, including the ability to translate technical presentations and proofread documents.
- *Computer and Tech Skills:* Expert knowledge of Microsoft Office, Google Workspace, Windows operating systems, the internet and social media.
- *Public Speaking:* Comfortable and confident when teaching classes or speaking in front of community groups.
- *Fast and Accurate:* Able to get work done quickly while making sure everything is correct.
- *Flexible Worker:* Comfortable working alone or as part of a team.
- *Great Customer Service:* Able to talk clearly with the public and provide friendly, helpful service.
- *Problem Solving:* Possession of excellent critical thinking skills and the ability to make sound decisions independently.

Minimum Qualifications

- *License and Background:* Must have a valid driver’s license and pass a criminal background check.
- *Education:* A high school diploma or GED is required.
- *Experience:* At least one year of work or volunteer experience in a library, office, customer service, or teaching role, plus one year of experience providing technology-related instruction. An equivalent combination of education and experience may be considered.
- *Language Skills:* Must be fluent in English and Spanish.
- *Scheduling:* Flexible and able to work during the day, evenings, and weekends.
- *Physical Ability:* Able to move throughout the library, access high and low shelves, and operate computer equipment.
- *Lifting and Moving:* Able to move and manage book carts weighing up to 100 pounds and individual boxes and materials up to 35 pounds.

Preferred Qualifications

- *Advanced Education:* Degrees or certifications in a related field are a plus.

To Apply

To be considered, please submit both a **cover letter** and a **resume** using one of the following methods:

- By Email: Send your application to ngrljobs@gmail.com.
- Via Indeed: Apply directly through the Indeed job posting.

Application Requirements

- *Include Position ID:* You must include DW-TECH-0226 in your email subject line or within your Indeed message/cover letter.
- *Correspondence:* All questions or status updates must be sent via email or through the Indeed interface.
- *No Calls or Visits:* Please do not call or visit the library regarding your application status.
- *Note:* Following these instruction is part of the application process; failure to do so may result in disqualification.