



# Nevada Public Library

nplmo.org • (417) 448-2770 • 218 W. Walnut St Nevada, MO 64772

## JOB ANNOUNCEMENT

### LIBRARY ASSISTANT / CIRCULATION SERVICES

*Posted 8/28/26*

|                         |                                                                                                                                                                                                                                                                       |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| POSITION AVAILABLE      | LIBRARY ASSISTANT / CIRCULATION SERVICES                                                                                                                                                                                                                              |
| HOURS/DAYS              | Part-Time   Hours and shifts may vary,<br>including evenings and weekends as needed.                                                                                                                                                                                  |
| DEADLINE                | Applications will be accepted until the position is filled.                                                                                                                                                                                                           |
| DUTIES/RESPONSIBILITIES | Provides friendly, high-quality customer service to library patrons.<br>Responsible for circulation, clerical, and technical duties.                                                                                                                                  |
| SUPERVISION             | Circulation Supervisor, Executive Director                                                                                                                                                                                                                            |
| QUALIFICATIONS          |                                                                                                                                                                                                                                                                       |
| EDUCATION:              | A minimum of a GED or high school diploma is required.                                                                                                                                                                                                                |
| HEALTH:                 | Performs bending, squatting, kneeling, and reaching from the floor level to 6 feet in height.<br>Requires standing and walking for lengthy periods.<br>Displays good coordination and mobility.<br>Routine lifting of library materials weighing up to 30 pounds.     |
| DISPOSITION:            | Must be self-motivated, adaptable, eager & able to learn.<br>Must be able to represent the library positively.<br>Has a pleasant, professional demeanor.<br>Has the ability to work well with the public & co-workers.                                                |
| SKILLS:                 | Experience in customer service.<br>Basic knowledge of circulation and library functions is preferred.<br>Ability to work proficiently with office equipment.<br>Proficient in basic computer use and operations.<br>Excellent communication skills, oral and written. |
| TRANSPORTATION:         | Must have reliable transportation to and from work.                                                                                                                                                                                                                   |
| HOURLY WAGE             | Missouri minimum wage (\$15.00/hr)                                                                                                                                                                                                                                    |
| APPLICATION             | Please submit a resume to: <a href="mailto:director@nplmo.org">director@nplmo.org</a><br>or a paper application is available at the library.                                                                                                                          |
| CONTACT                 | Jodi Polk, Director 417-448-2770                                                                                                                                                                                                                                      |

Nevada Public Library is an equal-opportunity employer.