



Nevada Public Library

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

JOB ANNOUNCEMENT

April 1, 2024

POSITION AVAILABLE	LIBRARY ASSISTANT
HOURS/DAYS	Part-time (10 hours/week) Mondays & Wednesdays, 9a-noon Saturdays, 9a-1p
DEADLINE	Applications will be accepted until the position is filled.
DUTIES/RESPONSIBILITIES	Provides friendly, high-quality customer service to library patrons. 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. Requires standing and walking for lengthy periods. Displays good coordination and mobility. Routine lifting of library materials weighing up to 30 pounds.
DISPOSITION:	Must be self-motivated, adaptable, eager & able to learn. Must be able to represent the library in a positive manner. Has a pleasant, professional demeanor. Has the ability to work well with the public & co-workers.
SKILLS:	Experience in customer service. Basic knowledge of circulation and library functions is preferred. Ability to proficiently work with office equipment. Proficient in basic computer use and operations. Excellent communication skills, oral and written.
TRANSPORTATION:	Must have reliable transportation to and from work.
HOURLY WAGE	\$12.30/hour
APPLICATION	A paper application is available at the library and on the library's website.
CONTACT	Jodi Polk, Director 417-448-2770

Nevada Public Library is an equal-opportunity employer.