

 Nevada Public Library

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

**JOB ANNOUNCEMENT**

**LIBRARY ASSISTANT / CIRCULATION SERVICES**

Nevada Public Library

November 15, 2021

 **POSITION AVAILABLE: LIBRARY ASSISTANT / CIRCULATION SERVICES**

 **HOURS/DAYS: Part Time (<20 hours/week)**

**DEADLINE:** Applications will be accepted until position is filled.

**DUTIES/RESPONSIBILITIES:** Will be responsible for circulation, clerical and technical duties.

 **QUALIFICATIONS:**

 EDUCATION: Minimum of a GED or high school diploma is required.

 HEALTH: Minor lifting, bending, stretching, & stamina.

 DISPOSITION: Must be self motivated, adaptable, eager & able to learn.

 Must be able to represent the library in a positive manner.

 Displays enthusiasm/creativity.

 Has a pleasant, professional demeanor.

 Has the ability to work well with the public & co-workers.

 SKILLS: Experience in customer service.

 Ability to work with computers, phone system, & office machines.

 Self-motivated.

 Strong communications skills.

 TRANSPORTATION: Must have reliable transportation to and from work.

 **HOURLY WAGE: $10.90/hr**

 **APPLICATION:** Please submit resume to : director@nplmo.org

 or pick up/complete application at the library.

 **FOR FURTHER INFORMATION CONTACT:**

Jodi Polk, Director

417**-**448-2770

Nevada Public Library is an equal opportunity employer.