

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](mailto: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.