



WEST PLAINS

JOB ANNOUNCEMENT

The City of West Plains is seeking a dedicated and customer-focused individual to join our library team as a part-time Library Aide. This position is ideal for someone who is passionate about community engagement, has schedule flexibility (including some Saturdays), and thrives in assisting others with their informational and reading needs.

Key Responsibilities:

- Provide friendly, engaging customer service to library patrons.
- Assist patrons in locating books, movies, and using library services.
- Help patrons navigate library computers, databases, and other technology.
- Process circulation tasks such as checking in/out materials, processing fines, and handling hold requests.
- Participate in and help execute library programs, including events, reading programs, and book sales.
- Maintain library order by shelving materials and performing light janitorial tasks.
- Troubleshoot basic issues with library technology such as computers, copiers, and media equipment.
- Answer and direct phone calls to appropriate staff members.
- Ensure adherence to library policies, including the Code of Conduct and Unattended Child Policy.

Qualifications:

- High School Diploma or GED.
- At least one (1) year of experience in a clerical or customer service role.
- Basic keyboarding and computer skills, with the ability to navigate the internet and databases.
- Strong communication and interpersonal skills, with a focus on delivering excellent customer service.
- Positive attitude and the ability to work collaboratively in a team environment.
- Ability to exercise sound judgment and work independently within set guidelines.

Why Join Us?

The City of West Plains is committed to fostering a welcoming and inclusive environment. As a Library Aide, you will have the opportunity to engage with the community and be part of a forward-thinking team dedicated to enhancing the library experience for all patrons.

Salary And Benefits

- This position has an hourly wage of \$13.11.
- A comprehensive benefit package is not offered with this position.

To Apply

To be considered for employment, you must submit a completed City of West Plains application. Applications are available online at www.westplains.gov. Completed applications and resumes may be emailed to hr@westplains.gov or delivered in-person to City Hall. All offers of employment are contingent upon successful completion of all pre-employment or post-offer testing, including but not limited to, drug and alcohol screening, thorough background investigation, credit check and medical examination.