



WEST PLAINS

JOB ANNOUNCEMENT

The City of West Plains, an Equal Opportunity Employer, is seeking a qualified candidate to serve as **Library Aide** at the West Plains Public Library within its Community Services Department. This is a part-time, non-exempt position consisting of approximately 20 hours per week and occasional Saturdays.

The Library Aide is a customer service-oriented position that assists patrons with a variety of library services, including searches for books, movies, and other informational needs, and basic computer and media equipment support. This position is also responsible for answering telephones, shelving books, collecting money for fines, registration and other library services, processing patron hold requests, performing light janitorial work, and assisting with planned library programming and events. The candidate must have strong customer service skills while providing friendly and clear communication, and the ability to work in an inclusive workplace that is progressive, proactive, and results driven.

This position will be work in an office environment with moderate noise levels and controlled temperature conditions. While performing the duties of this job, it is primarily a sedentary office classification, requiring sitting at a computer for several hours, although standing in work areas and walking between work areas may be required. Employee must possess mobility to work in a standard office setting and use standard office equipment, including computers and the library's cataloging system; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Mental application utilizing memory for details, verbal instructions, emotional stability, and critical thinking. The candidate must professionally communicate effectively both verbally and in writing, including electronic communications. Must have basic knowledge of computer applications, including internet, email, MS Word and Excel. Must have the ability to work independently and in a team environment with minimum supervision. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. The ideal candidate will regularly demonstrate our values of teamwork, commitment, learning, integrity, customer service and initiative.

MINIMUM QUALIFICATIONS

- One (1) year of clerical and/or customer service experience.
- High School Diploma, General Education Diploma (GED), or equivalent.
- Successful completion of a background check, pre-employment drug screen and physical evaluation required.

SALARY AND BENEFITS

- The Library Aide has an hourly wage of \$15.43.
- A comprehensive benefit package is not offered with this part-time position.

TO APPLY

Interested candidates should submit a resume and cover letter detailing their qualifications and relevant experience 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.