



JOB ANNOUNCEMENT

The City of West Plains, an Equal Opportunity Employer, is seeking a qualified candidate to serve as a **Collections Management Librarian** within its Public Library. This is a full-time, non-exempt position.

As the Collections Management Librarian, you will oversee all aspects of the library's collections, including acquisition, organization, preservation, and access. This position plays a key role in ensuring that library materials meet the needs and interests of the community while maintaining high standards for cataloging, metadata, and resource discovery. Responsibilities include collection development, assessment, cataloging oversight, coordinating interlibrary loan services, promoting library resources, and helping patrons access traditional and digital materials. The Collections Management Librarian regularly demonstrates a commitment to high-quality customer service (internal & external) and exhibits the values, vision, and mission of the City of West Plains.

The ideal candidate possesses knowledge of library cataloging standards, collection development practices, metadata management, and collection assessment techniques. They are highly organized, analytical, and customer-focused with strong communication and problem-solving skills. Successful candidates can effectively manage multiple projects, work collaboratively with library staff and community stakeholders, and adapt to changing priorities while maintaining a welcoming and service-oriented environment.

MINIMUM QUALIFICATIONS

- Bachelor's degree in library sciences, education, communication, or a directly related discipline; AND
- Minimum of one year of experience in a public, academic, or school library.
- Possess and maintain a valid Missouri Driver's License throughout employment and meet the requirements of the City of West Plains Operation of Vehicles Policy.

SALARY AND BENEFITS

- The Collections Management Librarian has a salary range of \$21.81 to \$30.41 per hour, depending on qualifications and experience.
- A comprehensive benefit package is also offered, which includes:
 - Medical, Dental, Basic Life/AD&D and Long-Term Disability coverages offered at zero cost to the employee, with dependent coverage offered at the employee's cost.
 - Missouri Local Government Employee Retirement System (LAGERS) which is fully funded by the City (no cost to employee) with vesting after 5 years.
 - Voluntary participation in Vision, Cafeteria Plan IRS Section 125, Deferred Compensation 457(b) Plans, Flexible Spending Account (FSA) and Supplemental Life, Accident, Critical Illness coverage, Hospital Indemnity plans, and an Employee Assistance Program (EAP).
 - Generous paid time off (PTO) program in which new employees receive eight hours of PTO per pay period.

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.