



Job Opening: Library Assistant

The Paola Free Library is accepting applications for a part time Library Assistant who will be scheduled to work mostly daytime and occasional evening and weekend hours at the circulation desk, supporting quality customer service through friendly interactions with patrons and staff in the circulation of materials, sorting and reshelving of library materials and assisting in other activities as requested or assigned by your supervisor.

The Library Assistant is a first point of contact in providing a welcoming environment to all library users. They assist patrons with the use of library equipment, help patrons who are applying for and receiving library cards, and handle borrowed and returned materials. These positions require a large amount of physical activity throughout the entire shift, top notch customer service, and great attention to detail.

Qualifications:

- Must possess a high school degree or GED equivalent.
- Experience with Microsoft Word, e-mail, and Internet searching
- Knowledge of additional computer applications is desirable
- High degree of organizational skills
- Ability to maintain effective relationships with the general public
- Must pass background check, physical and drug screen

This position will work between 20-25 hours per week at \$11/hour. Flexible scheduling.

Application process: Qualified individuals may pick up an application at the Paola Free Library at 101 E. Peoria, Paola, KS, or download an application from the link supplied below. For further information, contact Rachael Hissong, Library Director at 913-259-3655 or rhissong@paolagov.org.

Applications must be returned to Paola City Hall by mailing to: HR City of Paola, PO Box 409, Paola Ks. or emailed to HR@cityofpaola.com or walked in to 19 E. Peoria, Paola KS 66071.

Position is open until filled. EOE.

Paola Free Library mission, vision and objectives: <https://www.paolalibrary.org/about/test/>

Join our team!

Download application: <http://cityofpaola.com>