

Job Opening

LIBRARY ASSISTANT/CIRCULATION / Matheson Memorial Library, Elkhorn, WI

(Part time position 15 hours/week + additional substitute hours as needed). Starting salary is: \$13.43/hour.

Matheson Memorial Library has a part-time position open in our Circulation department. We are seeking a public service oriented individual who enjoys contact with people of all ages. Duties will include: Checking-out and checking-in materials, issuing library cards, enforcing policies, using a cash register and making change, and shelving materials.

Candidate will be expected to assist with other library duties as assigned; for example, calling patrons with overdue reminders. Candidate must have proficient computer skills, be able to search our library catalog and the internet, and be willing to learn new skills. Candidate must have excellent interpersonal and communication skills.

Qualifications: High school diploma or equivalent. Prior library experience preferred, but not required. Spanish language speakers are encouraged to apply.

Work schedule is as follows:

(15 hours per week)

Monday 2:00 p.m. – 8:00 p.m.

Wednesday 8:00 a.m. – 1:00 p.m.

Friday 2:00 p.m. – 6:00 p.m.

And every third Saturday, 9:30 a.m. – 2:00 p.m.

You must also be willing and available to work additional hours, to cover the vacation and time off requests of other staff. Application is available at the Matheson Memorial Library Circulation Desk. Applications will be accepted until October 19, 2019.

Matheson Memorial Library, 101 N. Wisconsin Street, Elkhorn, WI 53121
Telephone 262-723-2678. Please submit applications to Gail Grice in person or at ggrice@elkhorn.lib.wi.us