



WAUKESHA PUBLIC LIBRARY

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Grant C. Lynch, Executive Director
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EMPLOYMENT OPPORTUNITY

LIBRARY ASSOCIATE, INFORMATION SERVICES

Part-time 20-23 hours per week

Waukesha Public Library is seeking a highly motivated and technology savvy, public-service-oriented individual who is interested in adult reference and readers' advisory services. Schedule will include weekdays, evenings and weekend hours.

The person in this position:

- Assists patrons of all ages in their use of the library at the first floor Reference Desk
- Instructs patrons in the use of the online catalog, reference sources, websites, databases, computer programs, ereaders, and Library-owned equipment
- Researches and provides answers to general reference questions
- Assists patrons with locating and requesting materials through interlibrary loan
- Provides readers' advisory services for patrons, middle school-aged through adults

Requirements: Graduation from an accredited college or university with a Bachelor's Degree and major coursework in library sciences, education, or other related field and at least 2 years of library experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

- Knowledge of public information and library principles, methods, materials and practices
- Knowledge in the use of general office equipment including computers and relevant software
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the general public
- Ability to work independently, with minimal supervision, multitasking and prioritizing workload
- Skills in organization and attention to detail as well as analytical and problem solving

2016 salary is \$21.23 per hour with a maximum rate of \$28.66 per hour achieved through merit increases. Prorated benefits include sick leave, bereavement leave, holidays, vacation and life insurance.

Applications and a detailed job description are available at the Reference Desk or on the Library website: www.waukeshapubliclibrary.org.

Apply by 4:30 p.m. on Monday, December 5, 2016 with application, letter of interest and resume to:

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321 Wisconsin Avenue
Waukesha, WI 53186
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