



WAUKESHA PUBLIC LIBRARY

321 WISCONSIN AVENUE
WAUKESHA, WISCONSIN 53186-4786
TELEPHONE 262/524-3680 FAX 262/524-3677

Grant C. Lynch, Executive Director
glynch@waukesha.lib.wi.us

EMPLOYMENT OPPORTUNITY

LIBRARY PAGE/SHELVERS- CIRCULATION SERVICES

Part-time Positions Available: 10 hours per week and 20-23 hours per week

Energetic, reliable individual needed to shelve library materials. Other tasks may include: sorting and shelving magazines, checking in and straightening up newspapers, re-filing microfilm, emptying book returns, keeping the shelves in Dewey Decimal order, organizing books to be re-shelved, assisting with closing procedures, and check-in of materials as needed.

Schedule will include mornings, afternoons, evenings until 9:15 p.m., and weekends.
Schedule flexibility is essential.

Graduation from high school or GED equivalent or current enrollment in high school and 16 years of age; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

- Knowledge of the Dewey Decimal system
- Ability to follow instructions, multitask and prioritize workload
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the general public
- Skills in organization and time management

Starting rate is \$11.51 per hour with a maximum rate of \$15.54 per hour achieved through merit increases.

Applications and a detailed job description are available at the Reference Desk or on the Library website, www.waukeshapubliclibrary.org. Please indicate on the application if you are interested in the 10 or 20-hour position. Apply by 4:30 p.m. **Wednesday, March 1, 2017** with application to:

Grant C. Lynch, Executive Director
Waukesha Public Library
321 Wisconsin Ave
Waukesha, WI 53186

