



WAUKESHA PUBLIC LIBRARY

321 WISCONSIN AVENUE
WAUKESHA, WISCONSIN 53186-4713
TELEPHONE 262/524-3680 FAX 262/524-3677

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

EMPLOYMENT OPPORTUNITY

Library Assistant – Circulation Services Part-time, 20-23 hours per week

Waukesha Public Library seeks a highly motivated and technology savvy, public-service-oriented individual to provide exemplary customer service to our library patrons.

THE COMMUNITY: The City of Waukesha is a diverse community located 18 miles west of Milwaukee, Wisconsin. Home to Carroll University and UW-Wisconsin Waukesha, the City of Waukesha offers an award-winning library, a vibrant downtown art community, a beautiful parks system, and unique restaurants. In 2012, *Money* magazine ranked Waukesha one of the "100 Best Places to Live," in the United States.

THE POSITION: We are looking for a dedicated employee with a welcoming personality to work at our busy Circulation Desk, greeting patrons, registering new card holders, checking in and out library materials, answering phones, collecting fines, and maintaining circulation records.

JOB REQUIREMENTS: Graduation from high school or GED equivalent, plus at least 2 years of library experience or any equivalent combination of training and experience, which provides the following knowledge, ability and skills: proficiency in the use office equipment, computers and software, including Polaris, Microsoft Word and Excel. Knowledge of library methods and principles. Ability to understand and follow directions, work independently, with minimal supervision, multitask and prioritize workload. Ability to establish and maintain effective working relationships with supervisors, coworkers and the public; excellent oral and written communication. A background in customer service is preferred.

Regular schedule includes weekdays, evenings, and weekend hours.

WHY JOIN OUR TEAM: This is a unique opportunity to work at an exceptional public library. The Waukesha Public Library prides itself on providing extraordinary patron care. The Library offers an excellent work environment and a competitive salary. The 2017 salary range is \$17.41 per hour to a maximum of \$23.51 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.

Apply by 4:30 p.m. on Wednesday, May 17, 2017 with letter of interest and application to:

John Klima, Interim Library Director
Waukesha Public Library
321 Wisconsin Avenue
Waukesha, WI 53186

