



820 East Main Street – Eagle, WI 53119
(262) 594-2800
5pm www.alicebaker.lib.wi.us
1pm

Hours: M-Th 9am - 8pm
F 9am -
S 9am -

Library Assistants, Floaters (2 positions are open)

Only applicants available for year-round employment will be considered. Applications will be accepted until 5 p.m. on Friday, October 5. Anticipated start date: Monday, October 15, 2018

Schedule: up to 15 hours per week, including some evenings and weekends
Must be available to work on short notice. Will not always work the same hours.

Probation Period: There will be up to a 6 month probation period.

Starting Wage: \$9.50 per hour, no benefits. Eligible for \$10 per hour after 6 months.

Supervisor: Library Director

Duties/Examples of Work:

- Performs excellent internal and external customer service and library service in response to the information needs of library users and the overall community.
- Promotes library collections and services.
- Assembles and arranges displays of books and other library materials.
- Performs circulation desk procedures, such as checking library materials in and out, renewing items, placing items on hold, registering patrons, etc.
- Issues library cards and explains policies and procedures.
- Shelves materials and shelf reads
- Operates and uses modern office equipment and a computer.
- Performs other duties as assigned or required.

Qualifications:

- A high school diploma or GED is required.
- Demonstrated proficiency in keyboarding skills, Windows operating systems, Microsoft applications, and the Internet. Experience with Polaris preferred.
- All applicants are subject to a background check and employment is contingent on passing.

Application Procedure:

All applicants must submit a completed Alice Baker Memorial Public Library Employment Application to be considered for the position. Applications will be available in the library or from the library web site at <http://www.alicebaker.lib.wi.us>. Please mail the application to the Alice Baker Library, P.O. Box 520, Eagle, WI 53119 or fax to 262-594-5126 or drop it off at the Alice Baker Library, 820 E. Main Street, Eagle, WI 53119. For more information or questions, please contact Library Director, Alli Chase, at 262-594-2800 or at chase@eagle.lib.wi.us.

The Alice Baker Memorial Public Library is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The library is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.