

Library Clerk

Wautoma Public Library

The Wautoma Public Library is seeking an enthusiastic, organized, computer/tech savvy, helpful individual to join our friendly team.

The ideal candidate will have customer service experience, clerical experience and is community-oriented and friendly. Prior library experience is a plus. This position requires heavy computer use and the individual must quickly learn library software and a variety of office and library equipment.

The position duties include manning the front circulation and reference desk, answering questions from library patrons, assisting patrons with technology, operating copiers, printers, and other library equipment, assisting librarians with programs and displays, and other clerical and library duties.

The library clerk position requires excellent customer services skills; excellent organizational skills with attention to detail; strong written and verbal communication skills; the ability to formulate and execute plans while adhering to details and deadlines; and acting as a team player.

This part-time (8-13 hour/wk) has a starting hourly pay of \$8-\$9 DOQ. Schedule includes working until 6pm during the week, a few Saturdays 9am-2pm during the month, and the ability to switch work hours when needed.

For the complete job description with requirements and application, please visit our website at www.wautomalibrary.org. If interested, please send a cover letter, resume, and a completed application to the attention of Hannah Klusmeyer, Library Director, at klusmeyer@wautomalibrary.org by Friday, July 17, 2020. No phone calls, please. The position will remain open until filled.

Thank you for your interest!