

Library Assistant, Berlin Public Library
Berlin, WI

The Berlin 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 assistant 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 (28 hour/wk) position requires a high school diploma or equivalent and has a starting hourly pay range of \$14.60-\$15.14 depending on qualifications and experience. Schedule includes working one late night per week, at least one weekend per month and the ability to switch work hours when needed. This position qualifies for Wisconsin Retirement System benefit.

For the complete job description with requirements and city application, please visit our website at www.berlinlibrary.org. If interested, please send a cover letter, resume and a completed city application to the attention of Chris Kalupa, Library Director, at kalupa@berlinlibrary.org by Friday, March 6. No phone calls, please. The position will remain open until filled.

Thank you for your interest!