



Position: Library Technical Services Assistant

The Kewaskum Public Library is seeking a highly motivated and customer focused individual as a Library Technical Services Assistant. The Library Technical Services Assistant is responsible for processing and cataloging various library materials, performing routine item record maintenance, and completing circulation and customer service duties.

Pay Grade: 2 (starting pay \$13.48 an hour)

Schedule: The Library Technical Services Assistant is scheduled for 20 hours a week. This includes days, 1-2 evenings per week and 1-2 Saturdays per month)

Benefits: No benefits included

Required Qualifications:

- High School Diploma or equivalent.
- Attention to detail.
- Basic knowledge of library operations, services, and materials.
- Knowledge of computers, Microsoft Windows, and the internet.
- Effective customer service and communication skills.
- Ability to function in a collaborative setting.

A job description and employment application can be obtained from the Kewaskum Public Library's website Kewaskum.lib.wi.us (click on "About Us" then "Library Jobs")
Submissions may be dropped off in the library, sent by email to lkreis@monarchlibraries.org or by mail to:

Lori Kreis, Library Director
Kewaskum Public Library
PO Box 38
Kewaskum, WI 53040

Applications will be accepted until the job is filled. Candidates submitting their application by 4:00 PM on Friday, January 24, 2025 will be given first consideration.

As a condition of employment, the intended candidate will be subject to a background investigation and a drug screen.