

NOW HIRING

Part-Time Reference & Information Assistant

The C. A. Friday Memorial Library seeks a positive, customer-focused individual to join our team! If you have a passion for providing exceptional customer service in a team-oriented environment, then this may be the job for you! The primary functions of the Reference and Information Assistant are to provide outstanding customer assistance, while providing reader's advisory, research and technology assistance and promoting library materials, services and classes. This position will also assist with circulation functions and duties as needed. The ideal candidate will possess the ability to positively communicate with customers and coworkers in-person and utilizing technology.

Anticipated starting wage is \$15.00 per hour, working 20 hours per week. Primary Hours will be weekday, but some evenings and rotating Saturdays are required.

To apply, please submit a cover letter, resume, and a City of New Richmond job application to the attention of Jennifer Rickard at jenniferr@newrichmondlibrary.org.

Position will be posted until filled, but first preference goes to applications received by 8:00 pm on Thursday, December 21, 2017.

For a complete job description and a City of New Richmond application, please visit our website www.newrichmondlibrary.org or contact Jennifer Rickard.