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Library Job Posting

NOW HIRING

Library Circulation Assistant

Friday Memorial Library is seeking an applicant for a Circulation Assistant. Circulation Assistants play an important role as front line customer service staff in our growing library. We are seeking a friendly and outgoing individual with a passion for library services and community engagement.

Essential duties will include basic circulation functions, handling customer accounts and assisting the library's customers in making use of the library's resources. Candidates must be detail-oriented and enjoy working with technology. You will be working with a team of library staff who seek to provide efficient, high-quality services to our customers in the New Richmond area.

This position will work 25 hours a week with a variety of daytime and evening hours including a rotating Saturday shift. Applicants must be high school graduates or equivalent. Rate of pay for the position starts at \$13.50 per hour and includes PTO and holiday pay.

To be considered, please submit your cover letter, resume and a completed City of New Richmond application to Sarah Reese at sreese@newrichmondwi.gov. Applications that are incomplete will not be considered.

Applications will be accepted until the position is filled, however preference goes to applications received by Thursday, November 18, 2021.