



JOB OPENING FOR A LIBRARY SUPER CLERK

Hours: Typically 42 hours per 2-week pay period, \$10.50 hr. Days & one evening a week, some Saturdays when the library goes back to regular hours. Chance for extra hours to cover staff absences.

Clerk Duties: Check library materials in & out, help patrons with computers & other office equipment, shelve materials, process interlibrary loan requests, post library PR on social media, assist Director/Assistant Director w/special projects, & other tasks as assigned.

Qualifications: Preference for bachelor's degree; will consider combination of high school diploma, courses in library science, customer service and other office skills plus relevant work experience. **Strong computer skills:** Microsoft Word required, Quickbooks & Publisher a plus. Ability to learn Sierra, the library's automation system.

General skills: Open communication, strong organizational abilities & problem-solving skills, able to work independently & as part of a team. The desire to help people, calm & friendly demeanor, good sense of humor, flexibility in all situations, inclusivity, glass is-half-full attitude. **Physical requirements:** Ability to sit, stand, walk, reach, lift up to 35 lbs.; close vision.

Application available at library or email hlibrary@hayward.wislib.org/. Return application & resume to Sherman & Ruth Weiss Community Library, 10788 State Hwy 27/77, PO Box 917, Hayward, WI, 54843. We will stop accepting applications when job is filled. Contact: Director Molly Lank-Jones at 715-634-2161 x 14 or at hlibrary@hayward.wislib.org/. The library is an equal opportunity employer.



SHERMAN & RUTH WEISS COMMUNITY LIBRARY

