

Ted & Grace Bachhuber Memorial Library

Position Announcement

Library Assistant II: Processing & Interlibrary Loan Tech Services

OPENING DATE: 10/30/2023

CLOSING DATE: Applications will be accepted until the position is filled; interviews will begin late November

Job Type: Part time

The Ted & Grace Bachhuber Memorial Library seeks a detail-oriented person who likes libraries and enjoys working with the public.

Responsibilities: Essential duties of this part-time position include processing new library materials after they have been catalogued, performing circulation procedures, assisting patrons with technology, processing interlibrary loans, answering questions over the phone and in person, and other duties as assigned.

Qualifications: Candidates for this position should have at least a high school diploma though an associate degree or equivalent is desired. The candidate should have good customer service and communication skills, a desire to learn library-associated programs and systems, and experience using smart phones and other devices. Library experience is preferred but not required.

Application Information: Applicant must complete a City of Mayville Job application (available on the City of Mayville Job Opportunities page) and submit a resume. For full consideration, please submit materials as soon as possible to the email or postal address listed below.

The Ted & Grace Bachhuber Memorial Library is an equal opportunity employer.

Mailing address: Ted & Grace Bachhuber Memorial Library, Attn: Library Director, 234 N John St, Mayville, WI 53050

Email: Please email the library direct jstasinopoulos@monarchlibraries.org or call the library at 920-387-7910 with any questions.