



ELM GROVE PUBLIC LIBRARY

Library Assistant (part-time)

The Elm Grove Public Library is currently accepting applications for a part-time Library Assistant position.

Elm Grove is a beautiful village in eastern Waukesha County, with a lovely park, pond and walking trails immediately outside the library's front door. The library is known for its strong customer-service focus and community relationships.

Candidates for this position will be responsible for performing customer service duties at the circulation desk, preparing materials for system-wide delivery, and assisting with other library projects as needed. The ideal candidate will be detail-oriented but also able to function well in a public-facing position.

Position includes prorated holiday and vacation pay, retirement benefits, and optional participation in a 457 plan. This **20-hour per week** position includes one evening per week and is included in the Saturday rotation.

Education and Experience:

- Bachelor's degree or relevant experience
- Computer and keyboard experience
- Customer service experience preferred
- Previous library experience a plus

If interested, please submit cover letter, resume and Village of Elm Grove application form to **Library Director Sarah Muench**, either in person or by email: muench@elmgrove.lib.wi.us by **January 19, 2024**. You may pick up an application at the Elm Grove Public Library, or find it on our website, elmgrovelibrary.org, under Library Info, Employment Opportunities.

Elm Grove Public Library
13600 Juneau Blvd., Elm Grove, WI 53122
262-782-6717
www.elmgrovelibrary.org