

Library Position
Circulation Desk & Technology Support

This is a part-time position (15—20 hrs/week) for evenings (m-f 4-7) and some weekends (rotating sat 10-1) working at the circulation desk and providing technical support for library computers. Circulation Clerk duties include detailed knowledge of library circulation software, customer service including some casual instructional tasks, shelving materials, answering reference questions and processing incoming/outgoing materials. Technical support duties include an in depth knowledge of computer and network troubleshooting and maintenance, ability to create networks, experience working with web 2.0 applications and some website development with a commitment to learn more.

The successful candidate will have strong interpersonal communication skills, the ability to work independently, exercise creativity and innovation, and demonstrate a commitment to serving the public. To apply, submit a letter of application and a resume to scflibrary@ifls.lib.wi.us with the word “Applicant” and last name in the subject field. Only electronically submitted applications will be accepted. For a more detailed job description visit the library’s website www.stcroixfallslibrary.org.

Deadline for application is June 25th. Position begins July 1st.