

NOW HIRING

Part-Time Library Clerk I

The primary functions of this position are shelving and retrieval of library materials. The clerk may also assist with other circulation functions and support duties as assigned by the library director or library staff. Library clerk positions require physical stamina, lifting, bending and the ability to stay on one's feet for extended periods. For more information about the position, the complete job description is posted on the Library's website.

The starting salary is \$7.50 per hour, and we expect the position to average 13 hours per week. Evening hours and rotating Saturday hours will be expected. Must be 16 years of age and able to obtain a work permit.

To apply, please submit a cover letter and a City of New Richmond job application, which can be picked up at the library or found on the Library website at www.newrichmondlibrary.org under About Us, Library Employment. Resumes are welcome, but not required. Submit completed applications in person, attention Jennifer or via email to jenniferr@newrichmondlibrary.org.

Applications will be accepted through Saturday, November 12, 2016.

For additional information, contact Jennifer Rickard.