

NOW HIRING

Part-Time Library Clerk II

The primary functions of this position are shelving and retrieval of library materials. The clerk may also assist with inventory, circulation functions, and other support duties as assigned by the library director or library staff. Library clerk positions require physical stamina, lifting, bending, kneeling 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.

Anticipated starting salary is \$8.50 - \$9.00 per hour, and will average 18 hours per week. Daytime hours with occasional evenings and rotating Saturday hours will be expected. Must have high school diploma or equivalent.

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 Monday, August 29, 2016.

For additional information, contact Jennifer Rickard.