

# Genoa City Public Library

## Notice of Position Open at the Genoa City Public Library

**Title:** Library Clerk  
**Supervisor:** Arin Wilken – Library Director  
**Work Schedule:** 8 – 12 hours per week; must be available to work some evenings and Saturdays  
**Rate of Pay:** \$9:00/hour  
**Date of Posting:** Monday, April 26, 2021----- Position will remain open until filled

### Position Summary

We are looking for a detail-oriented Library Clerk who is eager to learn, has a good memory, and has a knack for organization. The Library Clerk can expect to play a significant role in the organization of library materials and maintenance of the library. The Library Clerk can also expect to have some input into many aspects of daily library functions and activities including: suggesting display themes, recommending titles to Associates and the Director for purchase, assisting with outreach activities, and occasional interaction with library patrons.

### Essential Duties

- Check books and other materials in and out of the library.
- Re-shelve returned materials and place new materials in their proper place.
- Repair damaged books.
- Perform some clerical and organizational tasks as needed, as well as maintain cleanliness of the library.
- Assist with creating displays of featured items.
- Help patrons to find the resources they are seeking.
- Must be able to work some evenings and at least one Saturday per month.

### Education and Experience

- Minimum: Completion, or pursuing at least a High School Diploma
- Preferred
  - Basic computer skills.
  - Skills such as alphabetization, subject classification, and memorization of item locations.
  - Familiarity with the public library, Genoa City in particular.
  - Enthusiasm about the role of the public library in the community.
  - Willing to take instruction, but also willing to share ideas.

### Physical Demands

Employee must be able to stand for long periods of time, kneel, climb, bend, twist, and reach. On occasion, may be required to lift and carry up to 30 pounds or push and/or pull heavy objects. The clerk must be able to move about, shelve and retrieve library materials from high and low settings, and assist with interlibrary loan shipments.

### Other Information

The Library Clerk's schedule will be very flexible in order to meet the needs of both the library and the employee. The expectation is that the Library Clerk would be available for occasional evening and/or Saturday shifts.

### To Apply

Submit resume, completed application, and three professional or educational references (no friends or family) to:

Arin Wilken, Library Director, Genoa City Public Library, PO Box 727, Genoa City, WI 53128.

You may pick up an application from the Genoa City Public Library or Genoa City Village Hall. You may also visit [www.genoacity.lib.wi.us](http://www.genoacity.lib.wi.us) to print an application. You may scan and email application documents to [awilken@genoacity.lib.wi.us](mailto:awilken@genoacity.lib.wi.us). An online application is also now available on the GCPL website. However you will still need to send your resume and references via email, USPS, or deliver in person.

It is the policy of the Genoa City Public Library to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. The Genoa City Public Library prohibits any such discrimination or harassment.