

Employment Opportunity
Rice Lake Public Library
Regular Part-Time
Library Assistant
Posted August 16, 2021 (internal/externally posting)

The Rice Lake Library Board has authorized filling two Regular Part-time Library Assistant positions. The position shall be advertised internally and externally for ten (10) working days.

The Rice Lake Public Library is accepting applications until Monday, August 30, 2021 at 5 p.m. for two Regular Part-time Library Assistant positions, with a current starting non-union wage of \$14.11/hour (95% of current equity ratings within the City of Rice Lake), 10-20 hours per week, including evenings and weekends, without benefits. This position is responsible for many functions in the Library. The position primarily includes direct customer service duties for patrons of all ages, routine circulation duties, storytime, programming, displays, and some shelving.

The ideal candidate will be highly customer service oriented, will enjoy working with patrons of all ages, including children, teens and adults, and will be adept at working independently in a dynamic, ever changing library services environment.

It is the policy of the City to ensure equal employment opportunity for all employees and appointed representatives. This commitment includes a mandate to promote and afford equal treatment to all employees and City appointees. To assure equal employment opportunity based on ability and fitness to all persons regardless of race, religion, color, creed, national origin, sex, marital status, age, or the present of any sensory, mental, or physical disability unless such disability effectively prevents the performance of duties required by the position and the City is unable to make a reasonable accommodation which would obviate the limitation created by the disability.

Application and job description are available at the Rice Lake Public Library, 2 East Marshall Street, Rice Lake, WI 54868. Applications received in the past six months will be reviewed for these positions as well.

Katherine Elchert
Director, RLPL