



Employment Opportunity

City of Wisconsin Rapids & McMillan Memorial Library

Do you love helping people and connecting them with the resources they need? The McMillan Memorial Library is accepting applications for a Regular Part-time Library Associate position, with a current starting non-union wage of \$14.90/hour, 20 hours per week, including evenings and weekends. This position is responsible for many functions throughout the library. The position primarily includes public service duties for patrons of all ages, routine circulation tasks, programming, involvement in our makerspace, creating displays, and outreach opportunities.

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. Technology skills are also a must!

Qualifications

Associate Degree or equivalent **work experience in customer service intensive field.**

Application Procedure

Please submit a [City of Wisconsin Rapids application](#), a cover letter, and a resume via email to recruitment@wirapids.org or mail into City of Wisconsin Rapids HR, 444 W Grand Ave, Wisconsin Rapids WI 54495. Submissions of application materials must be complete to be considered. Review of applicant materials and first preference will be given to applicants received before **September 8, 2023**. Interviews to follow in mid September 2023.

The City of Wisconsin Rapids is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, religion, gender, sexual orientation, age, marital status, veteran status, disability, or any other protected status. If you need assistance at any time during this application process, please contact Human Resources at (715) 421-8245.