

The Hudson Area Public Library is seeking a qualified, service oriented candidate for a part-time Library Clerk. The Library Clerk provides customer service at the circulation desk, performs general circulation tasks, registers new patrons, collects fines and fees, answers phones, and performs other duties as assigned. The position is for Tuesdays and Wednesdays from 3:15 to 8:15 pm plus rotating Saturdays. Flexibility in scheduling is a must. The ideal candidate will possess excellent communication skills, be well versed in technology, highly organized, and strive for the highest quality customer interactions. A High School diploma or equivalent is required. Retail or customer service experience is preferred. Experience working in a library is a plus. Please review the job description on the library website, <http://www.hudsonareapubliclibrary.org>. Upon selection a background check will be performed.

The Hudson Area Public Library, a member of the Indianhead Federated Library System, is committed to providing excellent customer service and access to a variety of services. The library services the City of Hudson, Village of North Hudson, Town of Hudson, and town of St. Joseph. The library is located at 700 1st Street, Hudson, WI 54106, just off I-94 and situated on the beautiful St. Croix River, just 10 minutes for the Twin Cities Metro area. Salary starts at \$11.85/hour. To apply, please submit a completed application, along with a resume to: tnorris@ci.hudson.wi.us. Application packets are available on the library website, www.hudsonareapubliclibrary.org and may be dropped off at the front desk. A review of applications will begin immediately. Application deadline is January 3, 2018. Interviews will be held on January 8, 9, and 11, 2018.

Hudson Area Public Library is an Equal Opportunity Employer.

Phone inquiries will not be accepted.