

## **JOB ANNOUNCEMENT**

Hudson Area Public Library  
Hudson, WI

### ***Position Title: Library Assistant I (part-time: 12 hours; non-benefited position)***

The Hudson Area Public Library, located in Hudson, WI, has a part-time position (15 hours/ week) available for a Library Assistant I. This is a customer service position that requires excellent communication skills, a heart for service, adaptability, and professionalism.

#### General Duties:

- Basic circulation desk tasks including assisting patrons with registration, materials requests, check-in and check-out procedures, collecting fees and cash handling, and providing world class customer service;
- Covers adult and youth services desks, as needed;
- Provides basic computer assistance at the public computers;
- Performs daily opening and closing tasks;
- Answer phone and directs calls, as needed;
- Promotes library services and programs, and;
- Maintains patron confidentiality, at all times.

Other Duties: As required.

Anticipated schedule, subject to change:

#### ***Weeks 1 and 3***

Tuesday 4:00 p.m. – 8:00 p.m.  
Wednesday 3:00 p.m. – 8:00 p.m.  
Thursday 5:00 p.m. – 8:00 p.m.

#### ***Weeks 2 and 4***

Sunday 12:00 p.m. – 4:00 p.m. (Summer only)  
Wednesday 3:00 p.m. – 8:00 p.m.  
Thursday 5:00 p.m. – 8:00 p.m.

#### ***Summer Weeks 2 and 4***

Tuesday 11:00 a.m. – 3:00 p.m.  
Wednesday 3:00 p.m. – 8:00 p.m.  
Thursday 5:00 p.m. – 8:00 p.m.

This is the basic schedule, although flexibility is required. There may be schedule changes based on library needs, especially due to programming.

If interested in this position, please submit a completed City of Hudson application; your resume and cover letter, and supplementary questionnaire to: [tnorris@ci.hudson.wi.us](mailto:tnorris@ci.hudson.wi.us) Applications will be reviewed as received and interview will be ongoing. Application acceptance may close at any time.

#### Supplemental Questions:

- 1.) Please identify key components of excellent customer service. Describe your experience providing excellent customer service.
- 2.) Describe your process for learning new technology and computer programs.
- 3.) Why do you want to work for the Hudson Area Public Library and what interests you about this position?
- 4.) How do you actively participate and contribute to a positive, productive, and collaborative work team? Provide an example of your experiences to support your answer.
- 5.) When would you be available to start, if hired?