

JOB ANNOUNCEMENT

Hudson Area Public Library
Hudson, WI

Position Title: Library Assistant I Administrative / Communications Assistant (part-time; 16 hours, non-benefited)

The Hudson Area Public Library, located in Hudson, WI, has a part-time position (14 hours/ week) available for a Library Assistant I. This is a position that requires excellent communication skills, a heart for service, adaptability, and professionalism.

General Duties:

- Prepares and emails / mails library board and committee meeting packets to Library Board of Trustees, in a timely manner;
- Prepares open meeting notices and agendas, as directed by Library Director.
- Provides administrative and clerical support to director, as well as communications and marketing support;
- Maintains and updates Library website with Board documents, meeting information, minutes and agendas;
- Answers and directs phone calls, as appropriate;
- Assist Communications and Marketing Assistant with creating promotional materials; creates displays to promote programs; and ensures all promotional materials are printed and distributed throughout Library, as needed;
- Assists with coordination of meeting room spaces;
- Maintains monthly programming, meeting room, social media, and other statistics, and;
- Maintains the confidentiality of sensitive information at all times.

Other Duties: As required.

Anticipated schedule, subject to change:

Monday	10:00 a.m. – 2:00 p.m.
Tuesday	10:00 a.m. – 2:00 p.m.
Wednesday	10:00 a.m. – 2:00 p.m.
Thursday	10:00 a.m. – 2:00 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 Applications will be reviewed as received and interview will be ongoing. Application acceptance may close at any time.

Supplemental Questions:

- 1.) Please describe your experience managing multiple priorities and how you effectively meet deadlines. Provide an example to support your answer.
- 2.) Why do you want to work for the Hudson Area Public Library and what interests you about this position?
- 3.) 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.
- 4.) Are you proficient in Microsoft Office? What other software are you proficient in, for example Adobe Photoshop; In-Design; etc.
- 5.) Do you have experience working with the backend of a website? Do you have experience with WordPress websites? If so, please provide a description of you experience.
- 6.) When would you be available to start, if hired?