

Job Posting

Library Assistant

The Plum Lake Library in Sayner is seeking an individual to serve as library assistant to work closely with the library director to continue to provide quality library services to our Northwoods communities of Sayner-Star Lake and St. Germain. The candidate shall possess a working knowledge of standard library issues. The well-qualified candidate should be self-motivated with excellent people skills and general computer skills and be a reliable team player with a strong commitment to customer service.

Primary job responsibilities include customer service, cataloging, and interlibrary loan along with general library duties and administrative support. Training will be available in all areas.

The position averages 16 – 18 hours per week, including daytime, evening and some Saturday hours and will begin in mid-July.

A complete position description is available online at www.sayner.wislib.org or can be picked up at the library.

Qualified candidates may apply by sending a resume and cover letter to Plum Lake Public Library, PO Box 229, Sayner, WI 54560 or email ida@sayner.wislib.org