



## **JOB POSTING CIRCULATION CLERK (PART-TIME)**

The Greenfield Public Library in Greenfield, WI, is seeking two part-time Circulation Clerks. The library clerk is responsible for providing service to the general public at the checkout desk. This position also assists with technical processing and library programming. The focus is on excellent customer service while effectively completing various library-related tasks.

The City of Greenfield is nearly 12 square miles with over 37,000 people. It has two fire stations, an active community center, a popular Sunday Farmer's Market, 14 city parks, and five county parks. With five aldermanic districts and a full-time mayor, the boundaries of the City include three school districts: Greenfield, West Allis/West Milwaukee, and Whitnall. Greenfield is proud to be the Home of the Knockout Rose.

Please review the full [job description](#) for the Circulation Clerk position on the Library's career page.

### **Application Process**

1. Applications are accepted through the Library's online application site. Visit the Library's [career page](#) for instructions to apply online.

*Paper applications are not accepted.*

#### **Required Education/Training and Experience**

- High school diploma or equivalent
- Skilled in utilizing technology to conduct all aspects of the job, including communication, record keeping, and customer service.
- Ability to communicate in a friendly and cooperative manner to staff and library visitors

#### **Preferred Education/Training and Experience**

Experience working in libraries, education, or similar jobs.

*The Greenfield Public Library reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.*

#### **Position Type and Expected Hours of Work**

This part-time non-exempt position is scheduled multiple days of the week, including mornings, afternoons, evenings, and a rotating Saturday and Sunday schedule. Flexibility in scheduling is required.

The hourly rate for this position is \$16.13 - \$18.51 and will work approximately 26-28 hours per week.

Applications must be submitted by 11:59 pm on December 1, 2024. EOE.