

**OSCAR GRADY PUBLIC LIBRARY
PART-TIME TECHNICAL SERVICES LIBRARY ASSISTANT**

The Oscar Grady Public Library is in need of a positive, innovative individual with a strong work ethic and love for books to serve as a part-time Technical Services Library Assistant.

Under the general direction of the Library Director, this employee, in addition to assisting with the operation and activities of the Oscar Grady Public Library, maintains the library databases and catalog by updating, creating and customizing bibliographic record.

Under general supervision this employee performs a variety of library work of routine difficulty some of which requires specialized knowledge of library data entry. This position serves the public directly and indirectly.

The position is twenty-six (26) hours per week plus hours every third Saturday, as part of a rotation. Wage begins at \$11.64 per hour. Coursework or experience in the library field is a plus.

For full consideration, please submit: a cover letter, resume, completed application from the Village of Saukville website, and three professional references to the Library Director, Jen Gerber, at jgerber@esls.lib.wi.us.

An application and complete job description may be obtained from the Village of Saukville website, www.village.saukville.wi.us.