



# WE'RE HIRING

## Circulation Services Representative West Allis Public Library

If you're an outgoing booklover looking for a unique part-time opportunity, join West Allis Public Library as Part Time Circulation Services Representative.

This is the perfect role for an experienced customer service or administrative professional to further their skills in a bustling, customer-centric environment. Serve the needs of library patrons and assist with a variety of tasks. Issue library cards and process incoming and outgoing materials. Work collaboratively with library staff to support library operations and further the library's mission to foster an educated, engaged, enriched community.

Bring your passion for books and love of service to our team.

### Qualifications:

- High School education or equivalent
- Recent customer service experience with cash handling
- Familiarity with general office equipment including copiers and fax machines
- Experience working with groups of people from diverse backgrounds

### Compensation

**\$17.74 – 20.27/hour\***

\*West Allis Residents receive an additional 4.5%

### Hours

8 – 12 hours per week within the Library's normal hours of operation:

Monday – Thursday 9:30am-8:30pm, Fridays and Saturdays 9:30am-5:30pm, and Sundays (October-April only) 1-5:30pm.

Must be available to work weekends.

[westalliswi.gov/careers](http://westalliswi.gov/careers)