

# The Hustisford Community Library Is Hiring! Library Page

## Examples of Essential Job Functions:

- Follows circulation desk procedures and library policies and explains policy to library patrons.
- Arranges returned materials on book trucks for shelving.
- Empty book drops, bins, and inter-library delivery.
- Shelf-reads assigned shelves according to call number and Dewey Decimal Classification to maintain order in the library.
- Processes donation and book sale items as necessary.
- Performs other related work as assigned by the Library Director or manager on duty
- Ability to effectively present information and respond to questions from patrons using excellent communication skills.
- Ability to follow detailed directions.
- Ability to maintain a regular work schedule that includes flexibility to working days, evenings, and weekends as required.
- Excellent interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers, and supervisors.
- Ability to work in a defined space and stand for periods of time.
- Bending/twisting and reaching.
- Climbing: ascending and descending short footstool.
- Lifting and carrying up to 50 pounds.
- Pushing and pulling: objects weighing 100 pounds on wheeled carts.
- Standing, walking, stooping, kneeling, and crouching.
- Talking, hearing, and near vision.
- High school sophomore or above.
- Some previous library experience preferred.

This position averages around 8 hours a week with flexible scheduling that may include evening or Saturday hours. Summer brings an opportunity for more hours. Starting pay is \$8.00/hour.

Please email completed applications to [hustipl@monarchlibraries.org](mailto:hustipl@monarchlibraries.org). Mail or drop off application at the Hustisford Community Library:  
609 W Juneau St. Hustisford, WI. 53034. Applications are available at the library or online at [www.hustisford.lib.wi.us](http://www.hustisford.lib.wi.us).

Applications will be accepted until filled, with a first application review date of Friday, February 28<sup>th</sup>.