

Library Assistant – Patron Relations  
Circulation Department  
La Crosse Public Library

Join the front lines of the La Crosse Public Library!

The La Crosse Public Library is currently seeking qualified, outgoing candidates for one full-time, and two 12-hour part-time Library Assistant – Patron Relations positions in our Circulation Department. Under general supervision, works collaboratively across library departments to promote and maintain a safe and secure environment while interacting with users and staff in a positive and professional manner. This position works to create working relationships with patrons, foster cooperation and goodwill, preserve order, promote safety and security, enforce patron expectation and behavior policies, deter misconduct, and safeguard assets. Candidates should also own a keen sense of professionalism, flexibility, and adventure.

Applicants should possess fantastic customer service skills, including adaptability, listening, a great sense of humor and kindness. A well-developed sense of time management, organization and a willingness to serve our community is key. Candidates should enjoy working with children, teens, adults, and seniors equally.

These positions have various scheduled including evening hours plus weekends. Flexibility in scheduling is essential. Excellent interpersonal and communication skills, organizational skills, ability to work in a fast-paced environment, and an uncanny ability to work with the public are required. Previous library or service experience preferred. A knack for empathy, negotiating, and collaboration are highly valued. High school diploma or equivalent required. Valid driver's license required.

Salary starts at Grade 11, or \$19.05/hour. Internal candidates may apply for lateral transfer. Benefits included pro-rated sick, vacation and holiday hours. Electronic submissions are required. To apply, send a cover letter, resume, and completed application to Circulation Manager, Cynthia Arauz, at [carauz@lacrosselibrary.org](mailto:carauz@lacrosselibrary.org). Applications will be reviewed beginning March 26, 2020.

LPL recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.

Please see the attached full job description.