



ELM GROVE PUBLIC LIBRARY

Technical Services Librarian (part-time) –Elm Grove Public Library

The Elm Grove Public Library is accepting applications for a Technical Services Librarian.

Elm Grove is a beautiful village in eastern Waukesha County, with a lovely park, pond and walking trails immediately outside the library's front door. The library is known for its strong customer-service focus and community relationships.

The successful candidate will be responsible for cataloging and classifying all adult book and audiovisual materials; maintaining an accurate database of library holdings; and overseeing the processing of materials prior to cataloging. Additional responsibilities will include maintaining serial holdings records and claims. This position will also be responsible for some collection development and for providing reference, computer assistance and readers' advisory services to patrons at the reference desk.

Position includes prorated holiday and vacation pay, retirement benefits, and optional participation in a 457 plan. This **28-hour per week** position includes one evening per week and is included in the Saturday rotation.

Master of Library Science degree from an accredited program is required. Previous cataloging and public service experience preferred. A successful applicant will be required to undergo a drug screening and a background check. Deadline for applications is **November 15, 2023**. Please send resume, cover letter, and Village of Elm Grove [application form](#) to the Elm Grove Public Library, **Attention: Sarah Muench**, 13600 Juneau Blvd, Elm Grove, WI 53122, or email application materials to Sarah Muench at muench@elmgrove.lib.wi.us.