

Tomahawk Public Library

Circulation and Material Loan Librarian

Main duties include but are not limited to:

1. Circulation desk — shifts as assigned
2. Check-in materials — shifts as assigned
3. Shelving and/or organizing library material as assigned
4. Prepares and coordinates the delivery of library materials for patrons, system and interlibrary loans
 - a. All Libraries in our system
 - b. Wisconsin Valley Library Service
 - c. WISCAT
 - d. Other loaning opportunities
5. Prepares and coordinates the delivery of library materials for all book clubs
6. Performs opening and closing duties
7. Performs other duties as required by the library management

Physical and Working Conditions

- Work 12 to 24 hours a week, some nights, and weekends
- Lifting and carrying: 50 pounds or less.
- Ability to travel to meetings, and education outside the library, including overnight travel
- Pushing and pulling objects weighing 60-90 pounds on wheels.
- Sitting, standing, walking, climbing and stooping, bending, twisting, and reaching.
- Ability to use and learn basic and emerging technology.