



MILWAUKEE
PUBLIC LIBRARY

Temporary Library Reference Assistant Part Time

Central Library, Good Hope Library, Martin Luther King Library, Mitchell Street Library, and Tippecanoe Library

INTRODUCTION

Temporary Library Reference Assistants perform public service duties at the reference desks of their assigned locations. In this role, you'll be on the front lines of public service, providing reference help, readers' advisory, and programming support to the community. Every day brings new questions, new conversations, and new opportunities to make information and learning accessible and meaningful to the public.

This Temporary opportunity is required to work from 8:30am – 5:00pm each Sunday. Additional hours may be available in addition to the required weekly Sunday shift. This position would serve at either the Central Library, the Good Hope Library, the Martin Luther King Library, Mitchell Street Library, or the Tippecanoe Library, and may provide additional support at other Branch Libraries as needed.

ESSENTIAL FUNCTIONS

- Provide reference and readers' advisory services in person, by telephone, by e-mail, and via Instant Message.
- Assist the public with self-service resources, including photocopiers, printers, computers, software applications, online registration, and holds-pickup.
- Search indexes, bibliographies, and other reference sources in response to patrons' requests.
- Determine the availability of materials by using online catalogues and databases.
- Retrieve reference materials.
- Provide technical support and assistance to staff and the public, including basic troubleshooting of computers, printers, and photocopiers.
- Refer patrons to other community organizations and functions that may provide additional assistance or support.
- Provide program support for librarian staff including participating in planning, scheduling, and the delivery of programs.
- Provide reference and public services support to branch libraries throughout the MPL system.
- Maintain various files, including current event and meeting room schedules.
- Must work all Sundays from 8:30am – 5:00pm.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's degree in any major from an accredited college or university.

Equivalent combinations of education and experience may also be considered

CURRENT SALARY

The hourly wage rate for this position is \$27.75 per hour and the hourly resident incentive rate for residents of the City of Milwaukee is \$28.86 per hour.

CONDITIONS OF EMPLOYMENT

- Current City of Milwaukee employees are not eligible to apply for this opportunity.
- This is for **temporary employment only** which may expire at any time.
- **Temporary Employees** are ineligible for paid holidays, sick leave, vacation, or other benefits.
- Selected candidates may be assigned to work at multiple MPL locations.
- This position will not lead to a permanent, regular appointment with the City of Milwaukee.

HOURS & LOCATIONS

Schedule: This position is required to work every Sunday from 8:30am – 5:00pm. This is a part time position and additional hours throughout the week may be available.

Locations: A full list of Milwaukee Public Library locations can be found at <https://mpl.org>

HOW TO APPLY

Interested applicants may apply by submitting a cover letter and resume to MPLJobs@milwaukee.gov. The Milwaukee Public Library is looking for candidates who can start as soon as possible.

The current application deadline is May 22, 2026; however, we encourage interested candidates to apply early, as the posting may close once a sufficient applicant pool has been reached.