



MILWAUKEE
PUBLIC LIBRARY

Temporary Librarian I Part Time

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

INTRODUCTION

Temporary Librarian Is perform basic professional librarian duties, including general bibliographic services, reference assistance, readers' advisory, support for programs, and contribute to a welcoming, inclusive environment for all visitors. This is an exciting opportunity for emerging library professionals who enjoy working directly with the public and making a meaningful impact in the community every day.

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, The Mitchell Street Library, or the Tippecanoe Library, and may provide additional support at other Branch Libraries as needed.

ESSENTIAL FUNCTIONS

- Provides in-person, phone, and virtual reference and bibliographic assistance by conducting appropriate reference interviews primarily for general and ready reference inquiries.
- Staffs and provides excellent service at public information desks, assisting patrons with inquiries, research, and library resources.
- Assists and instructs patrons in the use of print and online materials, technology, and library equipment.
- Provides readers' advisory service to adults and patrons of all ages using reference tools and personal and professional knowledge of readers, collections, genres, and publications trends.
- Troubleshoots library computers and technology issues as appropriate and reports unresolved problems through proper channels.
- Maintains knowledge of current resources, services and technologies in adult services and the information field.
- Demonstrates ability to explain basic library policies and procedures for the general public as appropriate and escalate concerns up the proper channels as necessary.
- Assists with the planning, publicizing, and presenting of programs which promote library materials, resources, and services.
- Demonstrates knowledge of and uses information about community resources and demographics to assess the needs and interests of patrons and community.
- Collaborates with the Collection Management team to communicate patron feedback, usage patterns, and areas for development in the collection.
- Develops displays, exhibits, and promotions that highlight collection and encourage discovery.
- Stays informed about new releases, authors, and publishing trends to support effective readers' advisory and recommendations for adult and young adult audiences.

- Adheres to the Library’s policies, procedures, and best practices for handling, organizing, and maintaining collection materials to ensure accessibility and care.
- Develops familiarity with branch circulation operations and, as required, assists with circulation routines, including library card registration, managing overdue notices and holds, processing checkouts and returns, shelving materials, and maintaining accurate circulation records.
- 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. Master’s degree in Library and Information Science from an ALA-accredited graduate library school.

CURRENT SALARY

The hourly wage rate for this position is \$30.53 per hour and the hourly resident incentive rate for residents of the City of Milwaukee is \$31.75 per hour.

CONDITIONS OF EMPLOYMENT

- Current City of Milwaukee employees are not eligible to apply for this opportunity.
- This opportunity 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.
- *The City of Milwaukee will be conducting a separate recruitment for permanent, full time Librarian I's. To be considered for permanent employment, interested parties must apply separately through the application on the City of Milwaukee's website at city.milwaukee.gov/jobs. Selected candidates from this permanent recruitment are estimated to start employment in late September 2026.*

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.