

JOB OPENING: Benson Public Library

JOB TITLE: LIBRARY ASSISTANT III (CHILDREN'S)

GENERAL DESCRIPTION: Provides reference, research, and specialized circulation services to library patrons in locating and utilizing library materials and services. Provides programs and services to children.

DUTIES AND RESPONSIBILITIES: These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class. • Provides more complex reference and research assistance to library patrons. • Provides instruction to patrons on the effective use of library facilities, resources, and equipment. • Assists in planning, implementing, and promoting library programming and community outreach services (i.e., summer reading programs) • Performs library circulation activities, i.e., checking materials in/out, registering new patrons, answering incoming phone calls, etc. • Administers opening and closing procedures of the library, including necessary office equipment (e.g., air conditioning, computers, photocopier, etc.). • Assists patrons in locating books, materials, and equipment in the library. May process inter-library loan requests. • Provides staff and library work direction in the absence of supervisor.

KNOWLEDGE, SKILLS AND ABILITIES: • Skill and ability to plan, implement, and promote specialized events, activities, and programs. • Skill and ability to maintain cooperative working relationships with fellow employees. • Knowledge of library system operations and procedures, including alphabetical and numerical classification systems. • Skill and ability to work effectively with the general public in responding to needs/requests. • Skill and ability to operate office and library equipment such as photocopier, computer, and printer. • Skill and ability to offer lead instruction to other employees. • Skill and ability to meet physical requirements of position. • Skill and ability to work independently. • Willingness to maintain flexibility in schedule and assignments. • Strong verbal and written communication skills. • Skilled in the use and operation of office equipment such as personal computers, calculators, telephone, adding machine, photocopier and fax machines.

MINIMUM QUALIFICATIONS: High school (or equivalency) diploma plus one year of directly related experience (working with children from birth through tween); or a combination of education, experience and training necessary to perform the essential requirements of the work.

PHYSICAL REQUIREMENTS: Must be able to walk, stoop, kneel, crouch, reach, lift, feel, grasp, talk, hear, and see. Some light lifting and carrying of office materials may be required up to 25 pounds.

HOURS: 15-18 hours per week. Must be able and willing to work mornings and afternoons about 3 days per week.

APPLICATION DEADLINE: March 23, 2019

HOW TO APPLY: Submit resume, cover letter, and Pioneerland Application Form available at pioneerland.lib.mn.us to Nicole Schmiesing, Head Librarian, Benson Public Library (200 13th St. N. Benson, MN), nicole.schmiesing@pioneerland.lib.mn.us.