

JOB OPENING: Hutchinson Public Library
JOB TITLE: LIBRARY ASSISTANT III

GENERAL DESCRIPTION: Provides reference, research, and specialized circulation services to library patrons in locating and utilizing library materials and services. *Works with the Youth Services Librarian to help plan and implement programs and services to children, tweens, and teens.*

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. 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.

HOURS: 10 to 15 hours per week. Shifts may include afternoons, evenings, and a weekend rotation.

APPLICATION DEADLINE: Oct. 18, 2019

HOW TO APPLY: Submit resume, cover letter, and Pioneerland Application Form available at pioneerland.lib.mn.us to Katy Hiltner, Head Librarian, Hutchinson Public Library (50 Hassan Street SE, Hutchinson, MN 55350), katy.hiltner@pioneerland.lib.mn.us.