

JOB OPENING: LIBRARY ASSISTANT III GROVE CITY PUBLIC LIBRARY

Job Description: Provides reference, research, and specialized circulation services to library patrons in locating and utilizing library materials and services. Handles incoming and outgoing interlibrary loan deliveries. Works with County Librarian to plan, implement, and promote library programming and community outreach.

Qualifications: Knowledge of library system operations, procedures, and resources; ability to work effectively with the general public; ability to plan, implement, and promote specialized events and programs; ability to maintain cooperative working relationships with coworkers; proficient with computers and related technology; ability to work independently; strong communication skills.

Education and experience required: High school diploma or equivalency, plus one year of directly-related experience; 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 may be required up to 25 pounds.

Hours: Mondays 2-5 pm, Thursdays 2:45-6 pm, and Fridays 1:45-5 pm. Additional subbing as needed.

Application deadline: Until filled

Applications available at the library or www.pioneerland.lib.mn.us . Submit them to:

Beth Cronk
Litchfield Public Library
P.O. Box 220
Litchfield, MN 55355

Questions: (320) 593-9447