

## **JOB OPENING: LIBRARY ASSISTANT II LITCHFIELD PUBLIC LIBRARY**

**Job description:** Provides clerical functions by performing various circulation responsibilities and tasks. Provides circulation, reference, and research services to library patrons. Fills interlibrary loan requests.

**Knowledge, skills, & abilities needed:** Knowledge of library operations and procedures. Skill in the use of computers and other technology used in the library. Ability to work effectively with customers of all ages. Ability to maintain cooperative working relationships with coworkers. Good communication skills. Attention to detail.

**Minimum qualifications:** High school diploma or equivalency, plus six months 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, crouch, reach, lift, feel, grasp, talk, hear and see. Some light lifting and carrying may be required up to 25 pounds.

**Hours:** 10-3 Tuesdays, 2-8 pm Thursdays, and one Saturday per month 10-5. Additional subbing as needed.

Applications available at the library or [www.pioneerland.lib.mn.us](http://www.pioneerland.lib.mn.us). Submit applications by September 24 to:

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

Phone: (320)693-2483