

## **JOB OPENING: LIBRARY ASSISTANT II GROVE CITY PUBLIC LIBRARY**

**Job Description:** Performs various circulation tasks. Shelves materials, handles incoming and outgoing deliveries, and fills interlibrary loan requests. Provides reference and research services to library patrons and assistance in locating and utilizing library materials and services. Opens and closes library. Collaborates with other library staff to plan and implement programs for all ages.

**Qualifications:** Knowledge of library operations and procedures; ability to work effectively with the general public; ability to operate computers and printers; ability to follow written and oral instructions; ability to work independently; willingness to maintain flexibility in schedule.

**Education and experience required:** Candidate must have high school (or equivalency) diploma plus six months of directly-related experience; or a combination of education, experience and training necessary to perform the requirements of the job.

**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:** 9.5 hours per week: Mondays 2-5 p.m., Wednesdays 2:45-6 p.m., and Fridays 1:45-5 p.m. May be called upon to fill extra hours as needed.

**Application deadline:** Until filled

Applications available at the library or [www.pioneerland.lib.mn.us](http://www.pioneerland.lib.mn.us) . Drop them off at the Grove City or Litchfield Library or mail to:

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

Questions: (320) 593-9447 or [elizabeth.cronk@pioneerland.lib.mn.us](mailto:elizabeth.cronk@pioneerland.lib.mn.us)