

Job Opening: Library Assistant II Winsted Public Library

Job description: Administers opening and closing procedures of the library, including computers and library office equipment. Shelves books and materials to their proper location, maintains orderly shelf appearance. Performs basics of check-in, check-out and patron registration; processes interlibrary loan requests; responds to patron inquiries and assists patrons with locating books and other materials, including searching various databases to locate information and resources. Also provides instruction to patrons on the effective use of library equipment and resources. Answers incoming phone calls, and performs clerical tasks and related work as apparent or assigned.

Qualifications: Knowledge of library operations and procedures. Ability to work effectively with the general public. Ability to maintain cooperative working relationships with coworkers. Skill in the use of computers and other technology used in the library. Good communication skills. Attention to detail.

Minimum requirements: High school diploma (or equivalent) plus six months of directly related experience; or a combination of education, training and experience necessary to perform the requirements of the job.

Physical requirements: Requires walking, bending, kneeling, crouching, reaching, grasping, lifting up to 25 pounds, pushing carts filled with books, feeling, grasping, talking, hearing, and seeing.

Hours: Evening (Mondays and Wednesdays) and Saturday shifts available.

Pay: \$11.91 per hour

Applicants should submit a completed Pioneerland application form to the Winsted Public Library by Tuesday, Jan. 18, 2022. For more information, please contact Katy Hiltner at (320) 587-2368 or katy.hiltner@pioneerland.lib.mn.us.