

**JOB OPENING: LIBRARY ASSISTANT II  
SPICER & NEW LONDON PUBLIC LIBRARIES**

**Title of immediate supervisor: Head Librarian**

**Pay grade: 3 (\$12.51/hour)**

**Position: Library Assistant II**

**Hours: Approximately 7-15 hours/week + subbing; Tuesdays and every other Friday & Saturday required.**

**Open until filled.**

**Job description:** Provides clerical functions by shelving materials and performing various circulation responsibilities and tasks. Provides reference and research services to library patrons in locating and utilizing library materials and services.

**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.*

Administers opening and closing procedures of the library, including necessary office equipment (e.g., air conditioning, computers, photocopier, etc.). • Assists patrons in locating books, materials, and equipment in the library. • Performs duties of shelver. Shelves books and materials to their proper location. • Provides instruction to patrons on the effective use of library facilities, resources, and equipment. • Performs library circulation activities, i.e., checking materials in/out, registering new patrons, answering incoming phone calls, etc. • Searches various indexes, databases, and directories to locate information and resources for patron needs/requests. Provides assistance with patron Reference needs. • Performs routine clerical duties (i.e., typing, filing, labeling, opening and sorting mail, etc.). • May process inter-library loan requests.

**Knowledge, skills, and abilities:**

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 maintain cooperative working relationships with fellow employees. • Skill and ability to operate office and library equipment such as photocopier, computer, and printers. • Skill and ability to follow written and oral instructions. • Skill and ability to meet physical requirements of position. • Skill and ability to work independently. • Willingness to maintain flexibility in schedule and assignment • 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 six months of directly related experience; or a combination of education, experience and training necessary to perform the requirements of the job.

**CERTIFICATION OR LICENSING REQUIREMENTS** (prior to job entry): None

**PHYSICAL REQUIREMENTS:** Positions in this class typically require: walking, stooping, kneeling, crouching, reaching, lifting, feeling, grasping, talking, hearing, and seeing. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Some light lifting and carrying of office materials may be required up to 25 pounds.

Applications are available from the library or [www.pioneerland.lib.mn.us](http://www.pioneerland.lib.mn.us).

Please direct questions and submit application to Rachelle Golde at [rachelle.golde@pioneerland.lib.mn.us](mailto:rachelle.golde@pioneerland.lib.mn.us).

Facebook posting:

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For more information visit <https://www.spicer.lib.mn.us/> or <https://www.newlondon.lib.mn.us/>

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Please direct questions and submit application to Rachelle Golde at [rachelle.golde@pioneerland.lib.mn.us](mailto:rachelle.golde@pioneerland.lib.mn.us).