

JOB OPENING: LIBRARY ASSISTANT IV CANBY PUBLIC LIBRARY

Job description: Under the supervision of a Head Librarian facilitates and coordinates activities of one or more libraries. Provides clerical functions by performing various circulation responsibilities and tasks. Provides circulation, reference, and research services to library patrons. Fills interlibrary loan requests. Assists with collection development and programming. May serve as a liaison between the Head Librarian and library staff. May serve on committees with the community and local government. Prepares monthly reports on library operations and activities.

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 the general public. Ability to maintain cooperative working relationships with coworkers. Good communication skills. Attention to detail and able to follow written and oral instructions.

Minimum qualifications: Associate degree and at least one year of work experience in a public or other type of library or an equivalent combination of education, training or experience necessary to perform the essential duties 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: 10:30 AM-5:30 PM Mondays through Wednesdays and Fridays with some Saturdays.

Starting pay: \$19.32 per hour

Official Pioneerland application must be turned in to be considered. These can be picked up at the library or found at

Submit applications by *April* to:

Allison Broesder

Canby Public Library
110 Oscar Ave N.

Canby MN 56220

Questions: (507) 223-5738