

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

**Job description:** Provides clerical functions by performing various circulation responsibilities and tasks. Provides circulation services to library patrons. Fills interlibrary loan requests. May provide reference and research services to patrons and assistance with utilizing library materials and services.

**Knowledge, skills, & abilities needed:** Knowledge or ability to learn alphabetical and numerical classification systems. 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. Preferred: Knowledge of library operations and procedures, ability to work independently, and strong verbal and written communication skills.

**Minimum qualifications:** Requires some high school and an understanding of library organization and services. For Library Assistant II level: 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:** Mondays 4-8 p.m. and the 1<sup>st</sup> Saturday of the month 9:45 a.m.-5 p.m. Additional subbing as needed.

**Starting pay:** \$11.64 per hour for Library Assistant I or \$12.95 per hour for Library Assistant II

Official Pioneerland application must be turned in to be considered. These can be picked up at the library or found at [https://www.pioneerland.lib.mn.us/files/2022/05/Job-Application-05\\_2022.pdf](https://www.pioneerland.lib.mn.us/files/2022/05/Job-Application-05_2022.pdf)

Submit applications by August 2, 2024 to:

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

Questions: (320) 593-9447