

JOB OPENING: LIBRARY ASSISTANT II DAWSON PUBLIC LIBRARY

Job description: Provides clerical functions by performing various circulation responsibilities and tasks. Provides circulation, reference, and research services to library patrons. Fills interlibrary loan requests.

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: 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: Approximately 7-15 hours/week + subbing. 10:30 AM – 5:30 PM Monday in Dawson with Saturday hours in Dawson or Canby.

Additional hours in Dawson, Canby or Madison as needed.

Starting pay: \$12.51 per hour

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

Submit applications by *September 12, 2024* to:

Allison Broesder

Canby Public Library
110 Oscar Ave N

Canby MN 56220

Questions: (507) 223-5738