

JOB OPENING: LIBRARY ASSISTANT II or III GROVE CITY PUBLIC LIBRARY

Job Description: Performs various circulation tasks. Shelves materials, handles incoming and outgoing deliveries, and fills interlibrary loan requests. Provides reference and research services to library patrons and assistance in locating and utilizing library materials and services. Opens and closes library. Depending on experience and hiring level, may plan, implement, and promote programs for all ages.

Qualifications: Knowledge of library operations and procedures; ability to work effectively with the general public; ability to operate computers and printers; ability to follow written and oral instructions; ability to work independently; willingness to maintain flexibility in schedule. Preferred: ability to plan, implement, and promote specialized events and programs; strong communication skills.

Education and experience required: Candidate must have a high school diploma or equivalency plus six months related experience; or a combination of education, experience and training necessary to perform the requirements of the job. One year of directly-related experience is preferred.

Physical Requirements: Must be able to walk, stoop, kneel, crouch, reach, lift, feel, grasp, talk, hear and see. Some light lifting and carrying may be required up to 25 pounds.

Hours: Mondays 9:45-5 and Fridays 1:45-5. Additional subbing as needed.

Pay rate: \$12.95/hour for Library Assistant II level or \$15.74/hour for Library Assistant III level, depending on qualifications

Application deadline: August 22, 2024

Applications available at the library or www.pioneerland.lib.mn.us . Drop off at the Grove City or Litchfield Library or mail to:

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

Questions: (320) 593-9447 or elizabeth.cronk@pioneerland.lib.mn.us