

JOB OPENING: LIBRARY ASSISTANT II

DASSEL PUBLIC LIBRARY

Job Description: Provides clerical functions by shelving materials and 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 customers of all ages. Ability to maintain cooperative working relationships with coworkers. Good communication skills. Attention to detail.

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, kneel, crouch, reach, lift, feel, grasp, talk, hear and see. Some light lifting and carrying may be required up to 25 pounds.

Hours: 7.5-10.75 hours per week: 9:45 a.m.-1 p.m. Wednesday, 9:45-11 am and 2-5 pm Fridays, 10 am - 1 pm 2-3 Saturdays per month. Additional subbing as needed.

Starting pay: \$13.34 per hour

Application deadline: September 9, 2025

Applications available at the library or www.pioneerland.lib.mn.us . Submit them to:

Beth Cronk
Dassel Public Library
P.O. Box 385
Dassel MN 55325

Phone: (320) 221-8253