

**Job Opening: Part time Multi-Task Service Center Assistant
Pioneerland Library System, Willmar, MN**

Job description: Labels and processes library materials, processes interlibrary loans, assists with delivery loading/unloading, inputs acquisition records into automated system, copy catalogs, assists with special projects for the Pioneerland Library System including 32 member libraries. Performs routine clerical duties as assigned.

Skills and Abilities: Knowledge of Library System operations and procedures, including alphabetical and numerical classification systems used in cataloging services; knowledge of basic computer hardware and software; knowledge of processes and procedures of interlibrary loan (ILL) systems; skill and ability to work independently; ability to manage and balance changing priorities and to easily shift between tasks; ability to sort materials and maneuver crates up to 30 pounds; skill and ability to operate office and library equipment such as copier, computer, printer etc.

Qualifications: AA degree plus a minimum of at least six months of related work experience; or a combination of education, experience and training necessary to perform the requirements of the job. Work experience in a library setting is desirable.

Physical requirements: Requires walking, stooping, kneeling, crouching, reaching, lifting up to 30 lbs., feeling, grasping, talking, hearing, seeing and standing.

Hours: This position is 25 hours per week, Monday through Friday, 12:00 to 5:00 p.m. This position does not qualify for health insurance.

Position Open Until Filled

Hiring Rate: \$17.47 per hour

Submit letter of interest, resume and employment application to: Pioneerland Library System, Attn: Technical Services Coordinator, P.O. Box 327, Willmar, MN 56201 or email to: marjorie.dejong@pioneerland.lib.mn.us

For more information about Pioneerland Library System and to access an Employment Application please go to our website: <https://www.pioneerland.lib.mn.us/>

NOTE: Appointments for all PLS positions require the approval of the Pioneerland Library Board and completion of successful background check.