

Job Opening: Library Assistant III**Spicer Public Library**

Starting Pay: Starting at \$16.21/hour (grade 6)

Application Deadline: Saturday, October 11th or until filled.

Job description: Provides reference, research, and specialized circulation services to library patrons in locating and utilizing library materials and services.

Duties and responsibilities:

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position in this class.

- Administers opening and closing procedures of the library, including necessary office equipment (e.g., air conditioning, computers, photocopier, etc.).
- Assists patrons in locating books, materials, and equipment in the library.
- Provides more complex reference and research assistance to library patrons.
- Provides instruction to patrons on the effective use of library facilities, resources, and equipment.
- Assists in planning, implementing, and promoting library programming and community outreach services (i.e., summer reading programs)
- Performs library circulation activities, i.e., checking materials in/out, registering new patrons, answering incoming phone calls, etc.
- Performs routine clerical duties (i.e., typing, filing, labeling, opening, and sorting mail, etc.).
- May process inter-library loan requests.
- Provides staff and library work direction in the absence of a supervisor.

Knowledge, skills, and abilities: Knowledge of library system operations and procedures, including alphabetical and numerical classification systems.

- Skill and ability to work effectively with the general public in responding to needs/requests.
- Skill and ability to plan, implement, and promote specialized events, activities, and programs.
- Skill and ability to maintain cooperative working relationships with fellow employees.
- Skill and ability to operate office and library equipment such as photocopier, computer, and printer.
- Skill and ability to offer lead instruction to other employees.
- Skill and ability to meet the physical requirements of the position.
- Skill and ability to work independently.
- Willingness to maintain flexibility in schedule and assignments.
- Strong verbal and written communication skills.

Minimum qualifications:

High school (or equivalency) diploma plus one year of directly related experience; or a combination of education, experience, and training necessary to perform the essential requirements of the work.

CERTIFICATION OR LICENSING REQUIREMENTS (prior to job entry): None

PHYSICAL REQUIREMENTS: Positions in this class typically require walking, stooping, kneeling, crouching, reaching, lifting, feeling, grasping, talking, hearing, and seeing. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Some light lifting and carrying of office materials may be required up to 25 pounds.

Hours:

Wednesdays: 11:45am-7:00pm

Thursdays: 10:45am -5:00pm

Fridays: 10:45am -5:00pm

Saturdays: 8:45am -1:00pm

Training hours may differ from above posted hours. Subbing hours may also be available.

An official Pioneerland Library System application can be picked up from the library or found at <https://www.pioneerland.lib.mn.us/about-pioneerland/job-openings/>

Please submit applications via email to rachelle.golde@pioneerland.lib.mn.us or drop off completed applications at the Spicer Public Library.

Applications can also be mailed to:

Rachelle Golde C/O Spicer Public Library

198 Manitoba St.

Spicer, MN 56288