

# Now Hiring: Glencoe Public Library

**Position:** Library Assistant II

**Hours:** 8-12 hours per week, may include some evenings (until 7pm) and Saturdays (9:30am-2:00)

**Starting Wage:** \$13.34/hour

**Deadline:** Open until filled

Glencoe Public Library is seeking applicants for a part-time Library Assistant II position.

Minimum qualifications for this position include a High School (or equivalency) diploma plus six months of related experience; or a combination of education, experience and training necessary to perform the requirements of the job. **Strong Customer Service and basic computer skills are required.**

Position performs basics of check-in, check-out and patron registration, responds to patron inquiries and assists in locating reference and other materials, answers incoming phone calls, administers opening and closing procedures of the library including office equipment. Shelves books and materials in their proper locations to maintain orderly shelf appearance throughout the library.

For a complete job description and application please visit:

<https://www.pioneerland.lib.mn.us/about-pioneerland/job-openings/>

**Candidates should have a flexible schedule to allow for daytime, evening, and weekend shifts.**

**To apply e-mail completed job application to:**

[diane.lochner@pioneerland.lib.mn.us](mailto:diane.lochner@pioneerland.lib.mn.us)

Printed applications will also be accepted in person or by mail at: Glencoe Public Library, Attention Diane Lochner, Head Librarian; 1107 11<sup>th</sup> Street East, Glencoe MN 55336