JOB OPENING: LIBRARY ASSISTANT II
ORTONVILLE PUBLIC LIBRARY

Job Description: This position covers circulation and front-desk duties: opening and closing of the library, assisting patrons in locating books, materials, and equipment, and shelving books and DVDs. On a daily basis, expect to assist patrons in finding and/or selecting books, magazines, and DVDs, act as a point of reference for patrons by searching various indexes, databases, and directories for information. You will process inter-library loan requests for patrons, reserve items from different libraries, and be responsible for unpacking delivery bins and notifying patrons when loan requests arrive. Routine clerical duties will include typing, copying, faxing, scanning, filing, labelling, opening and sorting mail, straightening/reorganizing shelves, and dusting as needed.

Education: High school degree (or equivalency), plus at least six months of directly related clerical experience.

Qualifications: **Strong customer service skills and computer literacy are required.** The ideal candidate will be comfortable using internet search engines to assist patrons with reference questions; must be familiar with or willing to learn how to use copiers, fax machines, scanners, printers, calculators, and assist patrons with those tasks. Must be able to work independently, follow written or verbal instructions, and be flexible with scheduling. Knowledge of library operations (e.g., the Dewey Decimal System) is preferred.

Physical requirements: Must be able to walk, kneel, stoop, crouch, reach, lift, feel, grasp, speak, hear, see, sit, and stand. There will be some light lifting and carrying of up to 25 pounds.

Hours: 13-18 hours per week, with regular Saturday availability required.

Pay rate: Starting at $13.74 per hour.

Applications are available at the library, or online at https://www.pioneerland.lib.mn.us/
Interested candidates may drop off a completed application, cover letter, and resume at Ortonville Public Library, email to librarian Jason Frank: jason.frank@pioneerland.lib.mn.us, or mail to:

Jason Frank
412 2nd St NW
Ortonville MN 56278

Application Deadline: **Friday, March 27, 2026.**