

05/07/26

Job Opening: Library Assistant II

Glencoe Public Library

Hours: Average 8-12 hours a week.

Pay: Grade 3/Step 1 \$13.74 per hour

Posted May 7, 2026 until filled

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 of this class.

- Shelves books and materials in their proper locations, maintains orderly shelf appearance, 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.
- Candidates must have a flexible schedule to allow for daytime, some evening, and some weekend shifts.

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 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 meet physical requirements of position.
- Skill and ability to work independently.
- Willingness to maintain flexibility in schedule and assignments.
- Strong verbal and written communication skills.

Qualifications: Requires high school diploma and an understanding of library organization and services; or a combination of education, training, and experience necessary to perform the requirements of the job.

Must have attention to detail and be able to use alphabetical and numerical classification systems when instructed.

Strong customer service skills, and basic computer skills are required.

Physical requirements: Requires walking, bending, kneeling, crouching, reaching, grasping, **lifting up to 25 pounds**, pushing carts filled with books, feeling, grasping, talking, hearing, and seeing.

Applicants should submit a completed Pioneerland application form to the Glencoe Library in person or by email. For more information, please contact Diane Lochner at 320-864-3919 or diane.lochner@pioneerland.lib.mn.us