

Ortonville Public Library  
Library Assistant Level 2 or 3

**Job Description:** These positions cover circulation and front-desk duties: opening and closing of the library, assisting patrons in finding and/or selecting books, magazines, and DVDs, acting as a point of reference for patrons by searching various indexes, databases, and directories for information, and shelving books and DVDs. As a Library Assistant Level 2, 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, labeling, opening and sorting mail, straightening/reorganizing shelves, and dusting as needed. For the role of Library Assistant Level 3, you will be responsible for assisting in the planning and/or facilitation of community outreach and library programs, with an emphasis on activities for families and children.

**Education:** High school diploma or GED, plus at least six months related 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:** 12-18 hours per week, with availability every other Friday/Saturday required.

**Pay rate:** Starting at \$13.74 for Library Assistant Level 2, **\$16.70** per hour for Library Assistant Level 3.

Applications are available at the library, or online at <https://www.pioneerland.lib.mn.us/>  
Interested candidates may drop off application, cover letter, and resume at Ortonville Public Library, email Jason Frank: [jason.frank@pioneerland.lib.mn.us](mailto:jason.frank@pioneerland.lib.mn.us), or mail to:

Jason Frank  
Ortonville Public Library  
412 2nd St NW  
Ortonville MN 56278

**Application Deadline:** Open until filled.