

Help Wanted
Library Assistant 2
Ortonville

Job Description: This position covers 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. 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 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. Some light lifting and carrying of up to 25 pounds.

Hours: 8-18 hours per week. Must be able to work Mondays/Wednesdays 10:00 AM to 2:00 PM, every other Friday Noon to 5:00 PM, and every other Saturday 10:00 AM to 3:00 PM.

Pay rate: Starting at \$13.74 per hour for Library Assistant 2.

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 to librarian Jason Frank: 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.