

JOB OPENING: MADISON PUBLIC LIBRARY

Library Assistant II – Children's Services

Title of Immediate Supervisor: Head Librarian

Position: Library Assistant II

Division: Pioneerland Library System

Department: Madison Public Library

FLSA Status: Non-Exempt

Pay Grade Assignment: 3/1, \$13.74 per hour

GENERAL DESCRIPTION

Provides clerical functions by shelving materials and performing various circulation responsibilities and tasks. Provides reference and research services to library patrons in locating and utilizing library materials and services. Assists the Children's Librarian with children's programming and services, including activities that encourage literacy, learning, and engagement with the library.

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.

- Performs library circulation activities, including checking materials in and out, registering new patrons, and answering incoming telephone calls.
- Assists patrons in locating books, materials, equipment, and other library resources.
- Shelves books and other materials and maintains the orderly appearance of library collections and public areas.
- Provides instruction to patrons on the effective use of library facilities, resources, and equipment.
- Searches catalogs, databases, indexes, and other resources to assist patrons with reference and research requests.
- Processes interlibrary loan requests as needed.
- Performs routine clerical duties, including typing, filing, labeling, and sorting mail.
- Assists with library opening and closing procedures and the operation of office and library equipment.
- Helps prepare program materials, displays, crafts, and other activities that support children's librarian.

- Provides courteous assistance to children, families, caregivers, and other library patrons.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of library operations and procedures, including library classification systems.
- Ability to work effectively with the general public and respond appropriately to patron needs and requests.
- Ability to communicate effectively with children, families, caregivers, and coworkers.
- Ability to maintain cooperative working relationships with fellow employees.
- Skill in operating computers, library systems, and other office and library equipment.
- Ability to follow written and oral instructions and complete work accurately with attention to detail.
- Ability to work independently and as part of a team.
- Strong verbal and written communication skills.
- Flexibility in work assignments and scheduling as needed.
- Experience working with school-age children preferred.

MINIMUM QUALIFICATIONS

High school diploma or equivalency, plus six months of directly related experience; or a combination of education, experience, and training necessary to perform the essential requirements of the position.

CERTIFICATION OR LICENSING REQUIREMENTS

None.

PHYSICAL REQUIREMENTS

Positions in this class typically require walking, stooping, kneeling, crouching, reaching, lifting, feeling, grasping, talking, hearing, and seeing. Some light lifting and carrying of materials may be required, up to 25 pounds.

HOURS

- **Wednesdays:** 10:00 a.m. – 5:30 p.m.

- **Fridays:** 10:00 a.m. – 1:30 p.m. or 10:00 a.m. – 5:30 p.m., alternating between shorter and full days.
- **Saturdays:** 10:00 a.m. – 2:00 p.m.
- Additional substitute coverage at Canby or Dawson Public Library as needed.

APPLICATION PROCESS

An official Pioneerland Library System employment application must be submitted to be considered for this position. Applications are available at the library or online at:

https://www.pioneerland.lib.mn.us/files/2022/05/Job-Application-05_2022.pdf

Submit applications by *Friday November 13 (open until filled)* to:

Allison Broesder

Madison Public Library
401 6th Avenue
Madison, MN 56256

Questions: 320-598-7938 ext. 1