

Plainview Public Library

Supporting a lifelong enjoyment of reading and learning

345 1st Ave NW
Plainview, MN 55964
www.plainview.lib.mn.us
(507) 534-3425

Job Posting LIBRARY ASSISTANT

Department: Library
FLSA Status: Non-Exempt

Reports to: Library Director

Supervises: None
Effective Date: 11/21/2017

OVERVIEW OF POSITION: The Library Assistant ensures an effective library experience by circulating library materials, assisting patrons in the use of library services, and maintaining a welcoming environment. The position requires flexibility and a positive manner.

RESPONSIBILITIES:

- Perform the full range of circulation desk procedures via the Horizon automation system
- Provide instruction on library services including the library's website, the Enterprise catalog, the MnLINK Gateway, ELM, and OverDrive
- Assist patrons with the use of library computers and printers
- Maintain a clean and positive environment within the library
- Carry out interlibrary loan procedures for incoming and outgoing library materials
- Process new library materials
- Repair damaged library materials
- Read shelves to ensure materials are organized in their proper sequence
- Actively prepare for Reader Advisory requests (Library Journal, book previews, etc.)
- Work with the Library Director on various duties when so assigned

QUALIFICATIONS/REQUIREMENTS:

High school diploma or GED certificate
Communicate clearly and effectively
Understand and carry out directions accurately
Maintain confidentiality when appropriate
Effectively navigate numerous interruptions

PHYSICAL QUALIFICATIONS:

Ability to push and pull library book trucks weighing 100-150 lbs.
Lift and carry up to 15 lbs.
Stand in one area for a long period of time
Repetitively bend and stretch to reach high and low shelves

HOURS OF WORK:

6 evening hours per week, increased to 9 hours per week in June 2018
Monday and Wednesday evenings, Friday evenings to be added in June 2018

WAGE: \$16.74

START DATE: January 10, 2018

HOW TO APPLY:

Applications packets are available at the Plainview Public Library and at Plainview City Hall. Completed applications and notarized Informed Consent forms are due by 11:00am on Monday, December 18, 2017.

CONTACT INFORMATION: Alice Henderson • ahenderson@selco.info • (507) 534-3425