

# Plainview Public Library

*Supporting a lifelong enjoyment of reading and learning*

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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:

9-12 Monday through Friday, occasional Saturdays

WAGE: \$16.74

START DATE: April 23, 2018

### HOW TO APPLY:

Applications packets are available at the Plainview Public Library. Completed applications and notarized Informed Consent forms are due at the Library by 5:00pm on Tuesday, March 27, 2018.

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