

Job Opening: Library Assistant I Hutchinson Public Library

Job description: Shelves books and materials in their proper locations, maintains orderly shelf appearance, performs basics of check-in, check-out and patron registration, responds to patron inquiries and assists in locating reference and other materials, answers incoming phone calls, helps prepare library for closing, and performs related work as apparent or assigned.

Qualifications: Requires some high school coursework and an understanding of library organization and services; or a combination of education, training and experience necessary to perform the requirements of the job. Must have attention to detail and be able to use alphabetical and numerical classification systems when instructed. Strong customer service skills are required. Computer skills are strongly desired.

Physical requirements: Requires walking, bending, kneeling, crouching, reaching, grasping, lifting up to 25 pounds, pushing carts filled with books, feeling, grasping, talking, hearing, and seeing.

Hours: up to 9 hours per week with two weekend rotations each month (9 a.m. – 4 p.m.). Additional subbing may also be available on occasion. Position to begin mid-August 2020.

Applicants should submit a completed Pioneerland application form and cover letter to the Hutchinson Public Library by **Friday, Aug. 7, 2020**.

Application form is available at the Hutchinson Public Library or www.pioneerland.lib.mn.us.

Please submit materials to:
Katy Hiltner
Hutchinson Public Library
50 Hassan Street SE
Hutchinson, MN 55350

Phone: (320) 587-2368
E-mail: katy.hiltner@pioneerland.lib.mn.us.