

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: Must be able to walk, stoop, crouch, reach, lift, feel, grasp, talk, hear and see. Some light lifting and carrying may be required up to 25 pounds.

Hours:

Mondays 9 a.m.-2 p.m., Fridays 12-4 p.m., plus two Saturdays a month full or half-day shifts.
Availability for additional subbing hours as needed.

Candidates should have a flexible schedule to allow for daytime, evening, and weekend shifts. Training hours may differ from the above posted hours.

Pay: \$11.99/hour

Application deadline: Wednesday, Oct. 8 2025

An official Pioneerland application can be picked up at the library or found at
<https://www.pioneerland.lib.mn.us/about-pioneerland/job-openings/>

Please submit applications to:
Katy Hiltner c/o Hutchinson Public Library
50 Hassan Street SE
Hutchinson, MN 55350

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