

## **Job Opening: Library Assistant II (Circ Desk supervisor) Hutchinson Public Library**

**Job description:** Administers opening and closing procedures of the library, including computers and library office equipment. Shelves books and materials to their proper location, maintains orderly shelf appearance. Performs basics of check-in, check-out and patron registration; processes interlibrary loan requests; responds to patron inquiries and assists patrons with locating books and other materials, including searching various databases to locate information and resources. Also provides instruction to patrons on the effective use of library equipment and resources. Answers incoming phone calls, and performs clerical tasks and related work as apparent or assigned.

**Qualifications:** Knowledge of library operations and procedures. Ability to work effectively with the general public. Ability to maintain cooperative working relationships with coworkers. Skill in the use of computers and other technology used in the library. Good communication skills. Attention to detail and able to follow written and oral instructions. Preferred: Knowledge of library operations and procedures, ability to work independently, and strong verbal and written communication skills.

**Minimum requirements:** High school diploma (or equivalent) plus six months of directly related experience; or a combination of education, training and experience necessary to perform the requirements of the job.

**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:** Tuesdays 3-8 p.m., Thursdays, 3-8 p.m., plus one Saturday a month 8:30 a.m.-4 p.m.  
*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.**

**Starting pay:** \$13.34 per 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](mailto:katy.hiltner@pioneerland.lib.mn.us)