



Mountain Lake Public Library - Library Assistant

Position Summary

Assist the Library Director and other staff in all operations to effectively meet the needs of the public and library.

Job type: Part-time

Hours: 12-15 hours per week

Wage: \$13.52 - \$15.55 per hour

Primary Responsibilities

Assist with all functions of the library to ensure efficient and effective operations these are not limited to:

- Checking In and Out materials
- Reading Shelves
- Shelving Materials
- Maintain the public area and enforce library policies
- Picking up Mail and other office related duties
- Assisting with all programs from Story time to Guest Speakers
- Assist patrons with questions about books, reference and technology
- Clerical and data related tasks using computerized systems
- Checking and filling hold listings and preparing for delivery

Work is performed under the overall supervision of the Library Director and Director's Assistant.

Minimum qualifications:

- A high school diploma or equivalent
- One year of general work experience
- Ability to work independently
- Ability to work effectively with Director and other employees
- Ability to work effectively with all types of public patrons
- Ability to sit or stand for extended periods of time
- Ability to bend and lift repeatedly
- Ability to follow detailed instructions and to be detail orientated



Preferred qualifications:

- 1-3 year(s) public library experience and/or training which indicates possession of the required knowledge and abilities listed.
- 1 year of customer service

Benefits

Starting Pay: \$13.52-\$15.55 per hour, depending on qualifications

Scheduling:

- 4-5 hour shifts
- Rotating Tuesday & Saturday shifts
- Flexible Scheduling
- Willingness to Help Cover Shifts When Needed

Please send all applications and resumes to mtlakepubliclibrary@gmail.com or deliver to library in person.

Applications can be found at the following web address:

https://mountainlakemn.com/wp-content/uploads/City_Job_Application.pdf

Or please stop at the library to request a paper copy.