

# ASSISTANT INFORMATION SPECIALIST



South St. Paul Public Library has an opening for a part-time Assistant Information Specialist. This is an entry-level position. Because this is also a public service desk position, the ideal candidate will possess:

- excellent customer service skills
- a cheerful attitude
- a curious nature
- superior communication skills
- a love of working with people
- the ability to multitask
- the desire to work as a team

The South St. Paul Public Library is an independent, city-owned library in the Twin Cities metro area that is affiliated with the Dakota County Library System. We value creativity, flexibility and initiative in our employees. We strive to bring together a range of talents and skills in our workforce in order to provide the best service to our community. The City of South St. Paul is an Equal Opportunity Employer.

## Requirements:

Basic knowledge of computers in a Microsoft Office environment is required with the ability to help patrons with general software questions, as well as general reference and readers' advisory. The majority of tasks will concern circulation, but other technical and clerical duties may be assigned. This is not a sedentary job and will require standing for much of the shift as well as lifting, repetitive motion, and movement throughout the library.

This position is for 14 hours per week; hours will be Monday, 12:00 PM to 8:00 PM, and Tuesday 12:00 PM to 6:00 PM, with one staff meeting a month on Wednesday morning. An additional Saturday (10:00 AM - 4:00 PM) a month is also required from September through May.

## Qualifications:

- Some college with library and computer experience preferred, but customer service skills are essential.

**Spanish language skills a bonus!**

**Application Deadline:** 4:00 PM, Saturday, October 27, 2018

**Wage:** \$14.06 per hour starting (\$14.06 - \$16.73 range)

**How to Apply:** Email a cover letter and resume to Kathy M. Halgren, Director, at [khalgren@sppmn.org](mailto:khalgren@sppmn.org).

[www.southstpaul.org/library](http://www.southstpaul.org/library)

