



## CITY OF SAINT PETER

### POSITION OPENING

#### ASSISTANT LIBRARY SUPERVISOR

The City of Saint Peter is currently accepting applications for the position of Assistant Library Supervisor in the Recreation and Leisure Services Department. This position assists, conducts, leads and evaluates programs, projects special events, and facilities. Minimum qualifications: two or more years post-secondary education in areas such as child care, youth development, marketing, education, library sciences, media or similar fields; two years demonstrated experience in activity programming, activity or event planning or a combination of education and experience that provides equivalent knowledge, skills and abilities; personal computer knowledge and experience; valid driver's license; experience working with the public. DESIRED QUALIFICATIONS: Bachelor's degree in Education, Media or Library Sciences or equivalent; two or more years demonstrated public library experience in a patron service related or youth related position; demonstrated experience in library operations, media resources or related field; demonstrated ability to provide youth programming and services; demonstrated grant writing and grant administration experience. of public library experience in patron service related or youth related position; advanced education in library operations, media resources or related field; and demonstrated ability to provide children's programming and services. Wage range \$17.04-\$18.08 per hour. Applicants must complete a City application available from the City Administrator's Office at 227 South Front Street, Saint Peter, Minnesota 56082, by calling the Office at (507)934-0663, by email to [barbaral@saintpetermn.gov](mailto:barbaral@saintpetermn.gov), or online at <https://www.saintpetermn.gov/365/Employment>. Applicants must also review/return the supplemental information provided along with the job application. Completed applications must be received by City Administrator's office by 5:00 p.m. on November 6 2020. Faxed and/or late applications will not be accepted. AA/EOE

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

Pay Equity Points = 146

**POSITION TITLE:** ASSISTANT LIBRARY SUPERVISOR

**DEPARTMENT:** RECREATION AND LEISURE SERVICES

**SUPERVISOR:** LIBRARY SUPERVISOR

**OVERVIEW OF POSITION:**

Under the direction and general supervision of the Library Supervisor, the Assistant Library Supervisor provides assistance to library patrons and assists in carrying out the work of the Library including developing programming and services for youth and young adults and working on other Recreation Department programs and projects as needed.

**ESSENTIAL JOB FUNCTIONS:**

- Plan, implement and direct Library programs, activities, and events in a positive and safe environment to meet the needs of the community.
- Maintain youth and young adult materials in the collection of the library.
- Administer the Summer Reading Program.
- Assist in interviewing, training and supervising library staff.
- Provide assistance to library patrons; help patrons locate needed materials; register borrowers; assist library users in filling out application cards; check out materials.
- Develop partnerships with other community organizations, libraries, and businesses to build relationships and provide creative, quality programming.
- Work with Recreation/Library team to effectively market and promote programs.
- Conduct program evaluations and respond as appropriate.
- Research needs and interests of patrons; follow trends in library use; and develop new and innovative programs, activities and events.
- Assist in the preparation of the Library program budgets. Monitor revenues and expenditures to keep within the approved budget guidelines.
- Provide high quality customer service.
- Prepare written communications relative to programs, including news releases, informational bulletins, and other written or oral communications designed to interest and inform the public.
- Prepare, research, and complete appropriate grant applications for library programming.

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

- Maintain organized files and provide reports.
- Maintain catalog of digital materials
- Perform related duties as assigned or apparent.

**REQUIRED INTERPERSONAL SKILLS:**

Ability to: communicate effectively; accept responsibility; secure the confidence of library patrons; maintain confidentiality as needed; demonstrate tact; deal with the public; interact positively and appropriately with the public, staff and diverse groups and individuals; apply effective conflict resolution techniques work independently with minimal supervision.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

The Assistant Library Supervisor is required to be capable of performing the following physical functions or a combination thereof for any given workday.

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 30/40 or corrected to 30/40.
- In an 8 hour day, sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel, and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulating.
- Ability to perform repetitive motions of the hands and write for up to 8 hours.
- Ability to operate keyboard for up to 8 hours in a workday.
- Occasionally lift and carry up to thirty (30) pounds.

**MINIMUM QUALIFICATIONS:**

- Two or more years post-secondary education in areas of child care, youth development, marketing, education, library sciences, media or similar fields.
- Two years demonstrated experience in activity programming, activity or event planning or a combination of education and experience that provides equivalent knowledge, skills and abilities.
- Personal computer knowledge and experience
- Valid driver's license.
- Experience working with the public.

**DESIRED QUALIFICATIONS:**

- Bachelor's degree in Education, Media, Library Sciences or equivalent.
- Two or more years demonstrated public library experience in a patron service related or youth related position.
- Demonstrated experience in library operations, media resources or related field.
- Demonstrated ability to provide youth programming and services.
- Demonstrated grant writing and grant administration experience.

Adopted: 08/10/2020