

**CITY OF COLUMBIA HEIGHTS
EMPLOYMENT OPPORTUNITY
OPEN COMPETITIVE**

DATE: May 9, 2019

POSITION: LIBRARY AIDE
(14 Hours per Week)

DUTIES: Responsible for general circulation functions, public service to the patrons, and clerical assistance. Duties are performed under the direct supervision of the Library Director.

REQUIRED QUALIFICATIONS: High school graduation or equivalent. One year training and/or experience in the operation of a computer, using Microsoft Office Suite software. Ability to lift loaded delivery bins, approximately 20 pounds. One year related work experience.

DESIRED QUALIFICATIONS: One year experience working in a library setting.

WAGE RANGE: \$17.28 - \$21.60 per hour.

HOURS: Approximately 14 hours per week average. Applicants must be able to work flexible schedules including some evening and Saturday hours.

APPLICATION PROCEDURE: City applications are available at the Columbia Heights Public Library, Columbia Heights City Hall, online at www.columbiaheightsmn.gov, by e-mailing Nancy Becker at nbecker@columbiaheightsmn.gov or by calling 763-706-3606. A City application form must be completely filled out and returned to the Library Director, Columbia Heights Public Library, 3939 Central Avenue NE, Columbia Heights, MN 55421 or rdougherty@columbiaheightsmn.gov. Applications will be accepted until 4:30 pm Tuesday, May 28, 2019. In addition, applicants may submit any other data they feel is pertinent to their consideration. Cover letters are strongly recommended; resumes will be accepted in addition to, but not in lieu of, a city application.

SELECTION PROCEDURE: Applicants will be evaluated on the following criteria:

Experience and Training	50%
Oral Interview	50%
Clerical/Typing Test	Pass/Fail

CLOSING DATE: Applications accepted until 4:30pm, Tuesday, May 28, 2019.

**AN EQUAL OPPORTUNITY EMPLOYER
M/F/H/V**

**The City of Columbia Heights does not discriminate on the basis of disability
in employment or the provision of services**