

KITCHIGAMI REGIONAL LIBRARY
POSITION VACANCY

I. Position Title

LIBRARY ASSISTANT II - REFERENCE 25 HOURS/WEEK

Position available: 19 May 2008

Brainerd Public Library, a member of Kitchigami Regional Library

II. Position Description

A position in a community library, responsible to and supervised by the Reference Supervisor, working in cooperation with other staff members and volunteers, to provide efficient library service to the public in the library as well as outside the library. Includes, but is not limited to: providing reference and information services directly to the library users in person, on the phone and by e-mail, understanding and keeping up-to-date on various online and print reference sources, shelving books, providing reading guidance, keeping statistical data, interlibrary loans, working in accordance with regional library policies, procedures, and goals. Includes other duties as assigned. Could include evening and Saturdays. Regional staff meeting attendance as required. Orientation days (with pay) as required.

Brainerd Public Library hours open schedule year round:

Monday - Thursday	9:00 a.m. – 8:00 p.m.
Friday	9:00 a.m. – 6:00 p.m.
Saturday	9:00 a.m. – 4:00 p.m.
Sunday	Closed

III. Qualifications

To be considered for this position, the applicant must have a high school degree or equivalent, two years of college preferred and one-year job-related experience, including computer use. Knowledge of or experience with online and print reference tools desired. The applicant must have the ability to work independently as well as with other people of all ages, organize work, have the ability to communicate well (spoken and written), ability to type and operate computers and other library equipment, ability to perform physical tasks as required by specific work situations, ability to pay attention to details. Must be service oriented.

IV. Salary Range and Benefits

\$10.58/hour. Covered by Worker's Compensation, Unemployment Compensation, Public Employees Retirement Association (PERA) and Social Security combination. Probationary period of 12 weeks.

V. Application Procedure

Application forms and the job description are available at all agencies of the Kitchigami Regional Library. Applications will be accepted in the Brainerd Library May 5, 2008 through May 10, 2008. Questions to: Linda McIntosh, Reference Supervisor, 218-829-5574. Interviews will be held in the Brainerd Public Library. Only applicants meeting the requirements specified will be considered for interviews and not all applicants will be interviewed.