



## **KITCHIGAMI REGIONAL LIBRARY POSITION VACANCY**

### I. Position Title:

#### **Library Assistant IV: Youth Services Librarian 40 HOURS/WEEK**

Accepting Applications until May 3

Brainerd Public Library, a member of Kitchigami Regional Library

### II. Position Description

The Brainerd Public Library is looking for an energetic and creative individual with a strong commitment to community engagement and children's literacy to serve as our Youth Librarian. The youth librarian is responsible to and supervised by the branch manager. Duties include but are not limited to: planning, publicizing, implementing, and evaluating regular and specialized services directly to birth to teen, their caregivers, and library users, such as story times and summer reading programming; engaging in outreach to schools, daycares and preschools, and other community organizations and agencies that serve children and their caregivers; reading reviews and selecting books, periodicals, and non-print materials for purchase by the children's department; maintaining the circulation collection through weeding and replacing materials; developing orientation programs, in-service training, and continuing education opportunities for all staff and volunteers in the Children's Room; while working in accordance with regional library policies, procedures and goals. Includes other duties as assigned; may include assisting reference and circulation desk duties and other program support. Hours include days, one evening and rotating Saturday hours.

Brainerd Public Library hours open schedule year round:

Monday - Thursday	9:00 a.m. – 7:30 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 four years of college and 3 years of prior library experience; or a combination of education and experience necessary to perform the work. Must demonstrate effective interpersonal relations with children, their caregivers, and other professionals who work with children, knowledge of children and YA materials, ability to supervise others and to work with all members of library staff. Knowledge of juvenile and young adult literature and storytelling skills are necessary. The applicant must have the ability to work independently as well as with other people of all ages, develop procedures, 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 and have the ability to engage with and provide resources for community members with diverse backgrounds and needs.

### IV. Salary Range and Benefits

\$17.27/hour. Paid vacation, paid sick leave, paid holidays. Covered by Worker's Compensation, Unemployment Compensation, Public Employees Retirement Association (PERA) and Social Security combination. Probationary period of 12 weeks. Eligible for group health insurance.

### V. Application Procedure

Application forms and the job description are available at all agencies of the Kitchigami Regional Library. Applications and cover letters will be accepted at the Brainerd Library through May 3, 2017. Questions to: Jolene Bradley, Branch Manager, [bradleyj@krls.org](mailto:bradleyj@krls.org), 218-829-5574. Only applicants meeting the requirements specified will be considered for interviews and not all applicants will be interviewed.