

Bemidji Public Library
509 America Avenue NW
Bemidji MN 56601
218 751-3963



Title: Substitute Library Assistant I, Public Service, irregular schedule

Job Summary: Provides efficient library service to the public as a substitute for regular library staff as needed. The person works in accordance with Kitchigami Regional Library policies, procedures, goals.

Requirements

Education: a high school degree or equivalent, two years of college preferred

Experience: one-year job-related experience, including computer use, library automation and/or research databases

Skills and Qualifications:

- be customer service oriented
- 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, to operate computers and other library equipment
 - ability to perform physical tasks as required by specific work situations
 - ability to pay attention to detail
 - knowledge of library use and materials

Responsible for: Not responsible for supervising other staff

Responsible to: Supervised by the Branch Manager, working in cooperation with other staff members and volunteers

Responsibilities include but are not limited to:

- providing services directly to the library users, such as checking out books and other materials,
- checking in returned materials, handling overdues and other collection management tasks,
- shelving books and other materials,
- answering questions in person and on the telephone,
- providing reading guidance,
- keeping statistical data,
- other duties as assigned

The substitute schedule is irregular, based upon the need to fill in for regularly assigned staff who are out sick, on vacation, etc... The person should be readily available for last minute and early morning call-in, as well as being scheduled in advance, to work hours from 8:00 a.m. to 7:00 p.m., Monday to Saturday. There are not any benefits associated with this hourly position. Pay rate is \$11.06 per hour (under review). When eligible covered by Public Employees Retirement Association (PERA). Probationary period of 12 weeks.

**Apply with a fully completed and signed KRLS application form to
Branch Manager, Bemidji Public Library
by 5:00 p.m. Monday April 2, 2018**