

Kitchigami Regional Library
POSITION VACANCY

I. Position Title

Branch Manager II

Pine River Public Library, a member of Kitchigami Regional Library
35 hours per week Position available: November 2018

II. Position Description

The person who fills this position is designated the library supervisor and is responsible for providing efficient library service to the public in the library as well as outside the library. This person may work alone in the library. This person should be a self-starter, motivated to provide library services to the public. The primary responsibility is providing services directly to the library users which includes the ability to work in every area of the library, shelving books and other materials, selecting materials for the collection, answering questions of library users in person, on the telephone or by mail, providing reading guidance, answering reference questions, keeping statistical data, handling overdues, interlibrary loans, participating in storytime and summer reading programs, arranging tours of the library and library programs for the public, working with the Pine River Library Board and Kitchigami Regional Library staff, speaking to groups both within and outside the library and generally working in accordance with regional library policies, procedures and goals. Includes other duties as assigned by the regional director. Attendance at Kitchigami Library staff and supervisor meetings as required.

The library manager should expect to work evenings and Saturdays on a regular basis year round. This position supervises 3 part-time employees.

III. Qualifications

Include good communication skills, dedication to public service, and knowledge of library roles and functions. Baccalaureate degree plus supervisory experience, preferably in a library environment. Basic technology skills required, technology experience an asset. Reports to the regional library director.

IV. Salary and Benefits

\$18.53/hour. Paid vacation, paid sick leave, paid holidays pro-rated. Covered by Worker's Compensation, Unemployment Compensation, Public Employees Retirement Association (PERA) and Social Security. Group health insurance. Probationary period 12 weeks.

V. Application Procedure

Application forms and the job description are available at all agencies of the Kitchigami Regional Library. **Applications should be sent c/o Marian Ridge-Director, Kitchigami Regional Library Headquarters, P.O. Box 84, Pine River, MN 56474 through Friday October 19, 2018.** Downloadable applications and full job description available on www.krls.org. Only applicants meeting the requirements specified above will be considered, not all will be interviewed.