

**Kitchigami Regional Library**  
**Position Vacancy**

**I. Position Title: Library Assistant I - Public Service      SUBSTITUTE**

Blackduck Community Library - Hours vary and are irregular  
Position available until filled.

**II. Position Description**

The person who fills this position is a part-time, occasional substitute responsible for providing library service directly to library users in accordance with Kitchigami policies and procedures. This person is responsible to and supervised by the Branch Manager and works in cooperation with other staff members and volunteers to provide effective library service to the public. Primary responsibility is providing service directly to library users, which includes the ability to work in every area of the library.

1. Performs circulation, reference, and other public service duties.
2. Compiles statistics and completes reports as required.
3. Maintains current knowledge of authors, materials, and information services.
4. Operates branch or department as designated by branch or department manager.
5. Completes special projects as assigned.

Substitute staff work includes evenings and Saturdays, and covers the following hours:

Monday	Closed
Tuesday	1:00 p.m. – 6:00 p.m.
Wednesday	9:00 a.m. – 12:00 pm.
Thursday	1:00 p.m. – 6:00 p.m.
Friday	1:00 p.m. – 6:00 p.m.
Saturday	9:00 a.m. – 12:00 p.m.

**III. Qualifications:**

High school graduation or equivalency certificate and a minimum of one year job related experience required including computer use. Background or course work in library service, literature, or office skills preferred but not required. Applicants should be readers who can encourage reading and library use. Applicants must have the ability to operate or learn to operate a computer, photocopiers, FAX and audiovisual equipment.

**IV. Salary and Benefits**

\$11.06 per hour. Covered by Workers Compensation.

**V. Application Procedure**

Application forms and job description available at the Blackduck Community Library. Applications will be accepted at the Blackduck Community Library through December 14th, 2018. Interviews will be held in the Blackduck Community Library. Only applicants meeting the requirements specified above will be considered, and not all applicants will be interviewed.