

**KITCHIGAMI REGIONAL LIBRARY**  
**POSITION VACANCY**

I. POSITION TITLE

**LIBRARY ASSISTANT II (12.5 hours/week)**

**Schedule will generally be Thursdays and Fridays plus one Saturday per month.**

Position available: November 2018

Walker Public Library, a member of Kitchigami Regional Library

II. POSITION DESCRIPTION

A position in a community library, responsible to and supervised by the Branch Manager, 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 services directly to the library users, researching and locating information via the internet, answering patron inquiries, assisting with eResources, shelving books and other materials, providing reading guidance, keeping statistical data, handling fees, working with interlibrary loan, assisting with child and adult programs, giving library tours, and other projects of the library; working in accordance with regional library policies, procedures, and goals. Includes other duties as assigned. May include evenings. Regional staff meeting attendance in various locations as required. Orientation days (with pay) as required.

III. QUALIFICATIONS

To be considered for this position, the applicant must have a high school degree or equivalent and one year job-related experience, including computer skills. The applicant must have the ability to work independently as well as with other people of all ages. Applicant will be organized and have the ability to communicate well (spoken and written), type, operate computers and other library equipment with speed and proficiency, perform physical tasks as required by specific work situations, pay attention to detail, and have knowledge of library use and materials. Must be service oriented.

IV. Salary and Benefits

\$12.65 per hour. Covered by Worker's Compensation, Unemployment Compensation, Social Security. When eligible, covered by Public Employees Retirement Association (PERA). 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 Walker Public Library through Friday January 18, 2019, or may be mailed to Branch Manager, Walker Public Library P.O. Box 550, Walker, MN 56484.** Interviews will be held in the Walker Public Library. Only applicants meeting the requirements specified will be considered for interviews and not all applicants will be interviewed.