

Brainerd Public Library

416 S 5th St
Brainerd, MN 56401
218-829-5574



Brainerd Public Library is a member of Kitchigami Regional Library

Title: Position Title: Library Assistant I – Public Service SUBSTITUTE
Brainerd Public Library – Hours vary and are irregular

Application Due Date: Sunday, Feb 3

II. Position Description

The ideal candidate will be available to fill-in for regularly scheduled library assistants during regular library hours: Mon-Thurs 9am to 7:30pm, Friday 9am to 6pm and Sat 9am-4pm. The candidate should be passionate about providing excellent library service to all ages, with an emphasis on public service, have well-rounded reader's advisory and understand new technologies. Responsibilities include: providing enthusiastic customer service to library users, answering questions in person and on the telephone, providing reading guidance, keeping statistical data, handling overdue materials, interlibrary loans, shelving books and other materials, assisting with story time, winter and summer reading programs and other library projects and programming; accurately handle library money transactions; facilitate the opening and closing of the library; working in accordance with regional library policies, procedures and goals. Includes other duties as assigned. Position is responsible to and supervised by the Branch Manager.

III. Qualifications

To be considered for this position, the applicant must have a high school degree or equivalent, two years of college desirable and one-year job-related experience, including computer use. The applicant must also have ability to work independently as well as with other people of all ages and backgrounds, have the ability to communicate well (spoken and written); ability to operate and assist others with computers, tablets 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; ability to deal tactfully and courteously with the public and to maintain effective working relationships with other employees. A flexible work schedule is required, as applicants will need the ability to substitute for all shifts.

IV. Salary:

Starting salary is \$11.34 per hour

V. Application Procedure

Application forms and the job description are available at all agencies of the Kitchigami Regional Library and at www.krls.org. Applications will be accepted at the Brainerd Public Library or mailed to Branch Manager, Brainerd Public Library, 416 S 5th St, Brainerd, MN 56401 by **Sunday Feb 3, 2019**. Only applicants meeting the requirements specified will be considered for interviews and not all applicants will be interviewed or contacted.