

KITCHIGAMI REGIONAL LIBRARY  
POSITION VACANCY

**I. Position Title**

**LIBRARY ASSISTANT II - PUBLIC SERVICE - 18 1/2 hours/WEEK which includes every other Saturday**

**Position available:** May 13, 2019

Wadena City 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, shelving books and other materials, answering questions in person and on the telephone, providing reading guidance, keeping statistical data, handling overdue materials, interlibrary loans, assisting with storytime, winter and summer reading programs, tours, Legacy Amendment programs and other projects of the library; working in accordance with regional library policies, procedures, goals. Includes other duties as assigned. May include evening work and Saturdays year round. 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, 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, develop procedures, organize work; have the ability to communicate well (spoken and written); ability to type and 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. Must be service oriented.

**IV. Salary Range and Benefits**

\$12.65 per hour. Covered by Worker's Compensation, Unemployment Compensation, Public Employees Retirement Association (PERA) and Social Security combination when eligible. 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 at the Wadena City Library **through Saturday, May 4, 2019** or applications may be mailed to Branch Manager, Wadena City Library, 304 First St. S.W., Wadena, MN 56472. Interviews will be held in the Wadena City Library. Only applicants meeting the requirements specified will be considered for interviews and not all applicants will be interviewed.