

KITCHIGAMI REGIONAL LIBRARY
POSITION VACANCY

I. Position Title

LIBRARY ASSISTANT II - PUBLIC SERVICE - 14 hours per week

Position available: May 1, 2020

Park Rapids Area Library, a member of Kitchigami Regional Library

Enthusiastic and energetic person needed to join the library team. This person will provide excellent library service to all ages, with an emphasis on public service, and reader's advisory.

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. 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, sharing administrator responsibilities for library social media platforms, handling overdue materials, interlibrary loans, Assisting with 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, and with other people of all ages, develop procedures, organize work; have the ability to communicate well (in both spoken and written language); 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

\$12.97 per hour. Covered by Worker's Compensation, Unemployment Compensation, Social Security, and Public Employees Retirement Association (PERA) 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 Park Rapids Area Library **through Friday April 10th** or applications may be mailed to Branch Manager, Park Rapids Area Library 210 1st St W Park Rapids, MN 56470. Interviews will be held in the Park Rapids Area Library. Only applicants meeting the requirements specified will be considered for interviews and not all applicants will be interviewed.