

KITCHIGAMI REGIONAL LIBRARY
POSITION VACANCY

I. Position Title

LIBRARY ASSISTANT II - PUBLIC SERVICE - (average 15 hours/week)

Position available: April 13, 2020

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 skills. The applicant must also have the ability to work independently as well as with other people of all ages. Applicant will be organized and have the ability to: develop procedures, 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 special attention to detail, and have 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 Wadena City Library **through Saturday, April 4, 2020** or applications may be mailed to Branch Manager, Wadena City Library, 304 1st St. S.W., Wadena, MN 56482. 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.