

Kitchigami Regional Library
Position Vacancy

I. Position Title

LIBRARY ASSISTANT II – PUBLIC SERVICE – 18 hours per week

Blackduck Community Library, a member of Kitchigami Regional Library

Position available: Immediately

II. Position Description

A position in a community library, responsible to and supervised by the Branch Manager and working in cooperation with other staff members and volunteers to provide efficient library service. Includes but is not limited to: providing services directly to library users, shelving books and other materials, answering questions in person and on the telephone, providing reading guidance, keeping statistical data, selecting library materials, handling overdue materials, interlibrary loans, planning and implementing programs, and working in accordance with regional library policies, procedures, goals. Includes other duties as assigned. May include evening work and Saturdays year round. 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 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 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

\$12.97 per hour.

V. Application Procedure

Application forms and the job description are available at all agencies of the Kitchigami Regional Library and online at www.krls.org. Applications will be accepted at the Blackduck Community Library through September 16, 2020 or may be mailed to Branch Manager, Blackduck Community Library, PO Box 326, Blackduck, MN 56630. Only applicants meeting the requirements specified will be considered for interviews and not all applicants will be interviewed.