

Kitchigami Regional Library
Position Vacancy

I. Position Title: Library Assistant I - Public Service SUBSTITUTE

Brainerd Public Library - Hours vary and are irregular
Position available: October 2020

II. Position Description

The person who fills this position is a part-time, occasional substitute responsible for providing library service directly to library users in accordance with Kitchigami policies and procedures. This person is responsible to and supervised by the Branch Manager and works in cooperation with other staff members and volunteers to provide excellent library service to the public. Primary responsibility is providing service directly to library users, which includes the ability to work in every area of the library.

1. Performs circulation, reference, and other public service duties.
2. Compiles statistics and completes reports as required.
3. Maintains current knowledge of authors, materials, and information services.
4. Operates branch or department as designated by branch or department manager.
5. Completes special projects as assigned.

Substitute staff work includes evenings and Saturdays within the branch hours as listed on www.krls.org.

III. Qualifications

High school graduation or equivalency certificate and a minimum of one year job related experience required, including computer skills. Background or course work in library service, literature, or office skills preferred but not required. Applicants should be readers who can encourage reading and library use. Applicants must have the ability to operate computers, tablets or other smart devices, photocopiers, and audiovisual equipment.

IV. Salary

\$11.62 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 Brainerd Public Library through September 27, 2020 or may be mailed to Branch Manager, Brainerd Public Library, 416 S 5th St., Brainerd, MN 56401. Only applicants meeting the requirements specified will be considered for interviews, and not all applicants will be interviewed.