

**Kitchigami Regional Library**  
**POSITION VACANCY**

**I. Position Title:**

**Delivery Driver / Outreach Assistant – Administration   SUBSTITUTE**

Kitchigami Regional Library Headquarters, Pine River, MN

Hours vary and are irregular

Position available: April 2021

**II. Position Description**

As-needed work providing delivery between the Kitchigami Headquarters in Pine River and member libraries. Also available as a Substitute Outreach Assistant, if required.

Position involves loading and unloading library materials, supplies, and equipment; and driving a library vehicle over a specified route according to a predetermined schedule. Work is carried out routinely with a great degree of independence. Work is reviewed for compliance with established policies, procedures, accuracy, safety standards, and conformance with the needs of the library and its users. Outreach Assistant duties include processing library materials for associate libraries, requesting and circulating library materials, and driving the outreach vehicle to specific locations in accordance with established schedules in order to provide public service to the community. Reports to HQ management. Performs other duties as assigned.

Position includes, but is not limited to, driving the library vehicle in a safe manner, ensuring that the vehicle has adequate gas and oil for delivery trips, and routinely checking battery and tires. Keeps records of vehicle use; performs related work as required.

Work schedule: may vary slightly due to quantity of delivery, weather conditions.  
Varied schedule between 8:30 a.m. – 6:00 p.m. **AS NEEDED**

**III. Qualifications**

High school graduate or equivalent. Possession of a valid Minnesota Driver's license and a good driving record. Experience in driving and effectively maintaining a schedule. Ability to lift up to 70 pounds at one time. Ability to analyze potential or existing problems and make recommendations or appropriate decisions. Should be dependable and punctual. Ability to establish pleasant, effective working relations with customers and staff. Must be service oriented. Ability to communicate easily, work independently and without direct supervision. Basic mechanical ability helpful.

**IV. Salary**

\$12.73 per hour

**V. Application Procedure**

Application forms and job description are available at all agencies of the Kitchigami Regional Library and online at [www.krls.org](http://www.krls.org). Applications will be accepted at Kitchigami Regional Library Headquarters at 310 2<sup>nd</sup> St. N in Pine River or may be mailed to Director, Kitchigami Regional Library, P.O. Box 84, Pine River, MN 56474. Position will remain open until filled. Only applicants meeting the requirements specified above will be considered.