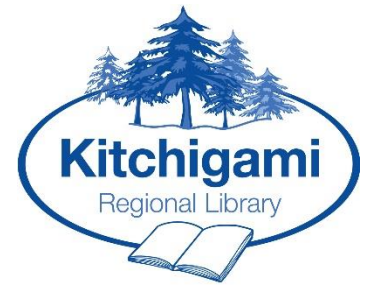


Position Title: Library Assistant III – Public Service, Temporary Position

Location: Brainerd Public Library

Hours: 30 hrs/wk

Position available: September 2021



Position Description:

The ideal candidate will be passionate about providing excellent library service to all ages, with an emphasis on reference services, reader’s advisory, library technology and e-resources. Responsibilities may include: providing enthusiastic customer service to library users, answering in-depth questions in person, on the telephone & via email, providing reading guidance, maintaining library collections, ordering new library materials, handling overdue materials, assisting interlibrary loans, shelving books and other materials, providing reference classes, assisting with winter and summer reading programs and other library projects and programming. The position will also assist with monitoring tax forms, assist with programming for all ages, and social media and marketing. Candidate must accurately handle library money transactions; facilitate the opening and closing of the library; work in accordance with regional library policies, procedures and goals. Includes other duties as assigned. Includes evening work and some Saturdays year-round. Position is responsible to and supervised by the Branch Manager.

Staff work will include evenings and Saturdays in accordance with branch hours as listed on www.krls.org.

Qualifications and Skills:

To be considered for this position, the applicant must have an undergraduate degree, four years of college preferred, and one-year job-related experience, including computer use. The applicant must also have the ability to work independently as well as with other people of all ages and backgrounds; the ability to communicate well (spoken and written); the ability to operate and assist others with computers, tablets and other library equipment; the ability to perform physical tasks as required by specific work situations; the ability to pay attention to detail; knowledge of library use and materials; the ability to deal tactfully and courteously with the public and to maintain effective working relationships with other employees.

Wage:

\$15.64 per hour; this is a temporary position and not eligible for benefits

Application Procedure:

Application forms and job description are available at all branch locations within KRL and can be found online at www.krls.org.

Applications will be accepted at the Brainerd Public Library through September 3, 2021 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 may be interviewed.