

**Position Title:** Library Assistant III – Public Service  
**Location:** Bemidji Public Library  
**Hours:** 40 hrs/wk  
**Anticipated Start Date:** January 2022



**Position Description:**

This is a full-time position responsible for providing library services to Kitchigami Regional Library patrons. Primary responsibilities include, but are not limited to, the following:

- Performing circulation, reference, and other public service duties
- Curating part of the library's collection
- Developing community programming and engagement opportunities
- Managing library social media accounts
- Creating original content for various social media platforms
- Monitoring and evaluating the library's social media efforts and impacts
- Designing promotional materials for publication

Staff work will include evenings and Saturdays in accordance with branch hours as listed on [www.krls.org](http://www.krls.org)

**Preferred Qualifications and Skills:**

- Bachelor's degree or combined experience and education necessary to perform job duties
- Customer service experience
- Knowledge of computers, technology, databases
- Experience developing social media campaigns across multiple platforms
- Experience with Adobe Creative Suite, MS Office, and Canva
- Basic understanding of public library functions and the Dewey Decimal System
- An understanding of our community, its needs, and the patrons we serve

**Wages and Benefits**

\$16.35 per hour and includes benefits

**Application Procedure:**

Application and job description are available at all branch locations within the KRL region and can be found online at [www.krls.org](http://www.krls.org).

Cover letter, resume, and KRLS application are due no later than December 8, 2021. Applications will be accepted at the Bemidji Public Library, or mail or email to:

Sheri Brumback, Branch Manager  
509 America Ave NW  
Bemidji, MN 56601  
[brumbacks@krls.org](mailto:brumbacks@krls.org)

Only applicants meeting the requirements specified will be considered for interviews, and not all applicants may be interviewed.