



KITCHIGAMI REGIONAL LIBRARY
POSITION VACANCY

I. Position Title:

Library Assistant IV: Public Services Librarian 40 HOURS/WEEK

Accepting Applications until January 29, 2022

Brainerd Public Library, a member of Kitchigami Regional Library

II. Position Description

The Brainerd Public Library is looking for an energetic and creative individual with a strong commitment to providing great customer service to all library patrons. The public services librarian is responsible to and supervised by the branch manager. Duties include but are not limited to: responds to patron inquiries and takes action to resolve their issues; assists in collection management and development including selecting materials for adults; provides formal and informal training to patrons on library resources; coordinates outreach and programming efforts; prepares and coordinates monthly work schedules; performs accounting procedures of library fees; assists with replacement and billing procedures; provides direction, training and mentoring over other library assistants; other duties as assigned.

Hours include days, one regular evening, and rotating Saturday hours.

Brainerd Public Library hours open schedule year-round:

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| Monday - Thursday | 9:00 a.m. – 7:30 p.m. |
| Friday | 9:00 a.m. – 6:00 p.m. |
| Saturday | 9:00 a.m. – 4:00 p.m. |
| Sunday | Closed |

III. Qualifications

To be considered for this position, the applicant must have four years of college and 3 years of prior library experience; or a combination of education and experience necessary to perform the work. Must demonstrate effective customer service and scheduling experience and knowledge of accounting practices. The applicant must have the ability to work independently as well as with other people of all ages, develop procedures, organize work; have the ability to communicate well (spoken and written); ability to type and operate computers and other library equipment including familiarity with social media management, ability to perform physical tasks as required by specific work situations, ability to pay attention to details. Ability to supervise and schedule the work of others and to establish and maintain effective working relationships. Must be service oriented and have the ability to engage with and provide resources for community members with diverse backgrounds and needs.

IV. Salary Range and Benefits

\$18.87-20.05 depending on experience. Paid vacation, paid sick leave, paid holidays. Covered by Worker's Compensation, Unemployment Compensation, Public Employees Retirement Association (PERA) and Social Security combination. Probationary period of 6 months. Eligible for group health insurance.

V. Application Procedure

Application forms and the job description are available at all agencies of the Kitchigami Regional Library and online at KRLS.org. Applications, resumes, and cover letters will be accepted at the Brainerd Library through January 29, 2022. Questions to: Laurel Hall, Branch Manager, brainerd@KRLS.org, 218-829-5574. Only applicants meeting the requirements specified will be considered for interviews and not all applicants will be interviewed.