

Position Title: Library Assistant III – Public Service
Location: Brainerd Public Library
Hours: 40 hrs/wk
Anticipated Start Date: June 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 as assigned
- Developing community programming and engagement opportunities
- Managing library social media accounts and creating original content for various social media platforms
- Assisting with programming for all ages
- Designing promotional materials for publication

Staff work will include evenings and Saturdays in accordance with branch hours as listed on 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 Microsoft 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

\$16.84 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.

Cover letter, resume, and KRLS application are due no later than May 28, 2022. Applications will be accepted at the Brainerd Public Library, or mail or email to:

Laurel Hall, Branch Manager
416 South 5th St
Brainerd, MN 56401
halll@krls.org

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