

**Position Title:** Delivery / Outreach Assistant – Administration, Substitute

**Location:** KRLS Headquarters - Pine River, MN

**Hours:** Hours vary and are irregular

**Position available:** September 2022



**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.

- Loading and unloading library materials, supplies, and equipment
- Driving a library vehicle over a specified route according to a predetermined schedule in a safe manner.
- Ensuring vehicle has adequate gas and oil for delivery trips, and routine maintenance checks.
- Keeping records of vehicle use.
- Processing library materials for associate libraries.
- Requesting and circulating library materials.
- Driving the outreach vehicle to specific locations in accordance with established schedules in order to provide public service to the community.

Substitute staff work may include evenings and Saturdays in accordance with hours as listed on [www.krls.org](http://www.krls.org).

**Qualifications and Skills:**

- High school diploma or GED
- Possession of a valid Minnesota Driver's license and good driving record
- Experience 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
- Dependable and punctual
- Ability to establish pleasant, effective working relations with customers and staff
- Ability to work without direction or direct supervision
- Basic mechanical ability helpful

**Wage:**

\$13.12 per hour

**Application Procedure:**

Application forms and job description are available at all branch locations within KRL and can be found online at [www.krls.org](http://www.krls.org). Position will remain open until filled.

Applications will be accepted at KRLS Headquarters in Pine River, MN or may be mailed to:

Director  
Kitchigami Regional Library  
PO Box 84  
Pine River, MN 56474

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