

Kitchigami Regional Library
Position Vacancy

I. Position Title: Library Assistant I - Public Service SUBSTITUTE

Wadena City Library - Hours vary and are irregular
Position available now.

II. Position Description

The person who fills this position is a part-time, occasional substitute responsible for providing library service directly to library users in accordance with Kitchigami policies and procedures. This person is responsible to and supervised by the Branch Manager and works in cooperation with other staff members and volunteers to provide effective library service to the public. Primary responsibility is providing service directly to library users, which includes the ability to work in every area of the library.

1. Performs circulation, reference, and other public service duties.
2. Compiles statistics and completes reports as required.
3. Maintains current knowledge of authors, materials, and information services.
4. Operates branch or department as designated by branch or department manager.
5. Completes special projects as assigned.

Substitute staff work includes evenings and Saturdays, and covers the following hours:

Monday	10:00 a.m. - 3:00 p.m.
Tuesday	10:00 a.m. - 6:00 p.m.
Wednesday	10:00 a.m. - 6:00 p.m.
Thursday	10:00 a.m. - 7:00 p.m.
Friday	10:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 2:00 p.m.

III. Qualifications:

High school graduation or equivalency certificate and a minimum of one year job related experience required including computer use. Two years of college desirable. Background or course work in library service, literature, or office skills preferred but not required. Applicants should be readers who can encourage reading and library use. They should have a positive and cooperative attitude and should be service oriented with the ability to organize and complete work without supervision. They should be able to interact with the public - adults, teenagers, and children - and get along well with coworkers. Clerical skills required include legible handwriting and typing/keyboard ability. Applicants must have the ability to operate or learn to operate computer system terminals, microcomputers, photocopiers, FAX and audiovisual equipment. Applicants should be flexible, well-groomed, possess good judgment, awareness of detail and a sense of humor. Applicants should be aware of current happenings in the community, should enjoy good physical and mental health, and have good writing and speaking skills.

IV. Salary and Benefits

\$9.80 per hour.

V. Application Procedure

Application forms and job description available at the Wadena City Library. Applications will be accepted at the Wadena City Library through May 8, 2009. Interviews will be held in the Wadena City Library. Only applicants meeting the requirements specified above will be considered, and not all applicants will be interviewed.