# KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2015 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
TONI J. MINTON, Secretary
SUSAN J. LAFERNIER, Assistant Secretary
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DON MESSER, JR.
DONALD SHALIFOE, SR.

# LIBRARIAN

One (1) part-time (up to 35 hours/week),
Exempt position until September 30, 2017

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Personal Statement
- ☐ Copy of college transcripts
- ☐ Copy of valid Michigan Driver's License
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, Michigan 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

**Distribution Date:** November 18, 2015

**Closing Date:** December 4, 2015 at 4:00 pm

Debra L Piccioni 11/18/15
TERO Approval Date

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## POSITION ANNOUNCEMENT

**POSITION:** **LIBRARIAN**
One (1) part-time (up to 35 hours/week), exempt, grant-funded position through September 30, 2017.

**LOCATION:** Ojibwa Community Library
409 Superior Ave.
Baraga, Michigan 49908

**SUPERVISORY CONTROL:** Education Director

**SALARY:** Grade 9 (minimum starting wage $16.33/hour)

**QUALIFICATIONS:**

- Bachelor's Degree in English, Liberal Arts, or related field
  ***OR***
- Associates Degree in English, Liberal Arts, or related field and two (2) years of work experience in grant management and compliance.
- At least one (1) year of working experience in a supervisory role is required.
- Previous experience in library management is preferred.
- Knowledge of library technological systems and software is preferred
- Knowledge and understanding of Anishinaabe culture and history is required.
- Must possess strong verbal and written communication skills.
- Must be willing and able to successfully complete SIRSI automation system training.
- Computer knowledge required (Microsoft Word, Excel, and Publisher).
- Ability to type, document, and catalog accurately is required.
- Must be able to assist in grant preparation.
- Must be able to work effectively with diverse populations and personalities.
- Must possess strong organizational skills.
- Must be able to work independently.
- Must possess a valid, unrestricted Michigan Driver's License; reliable vehicle; vehicle insurance; a good driving record; and be insurable to operate fleet vehicles. Must be willing to travel as necessary.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigator Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and physical exam.

**INDIAN PREFERENCE:** Preference will be given to qualified individuals of American Indian descent.

**VETERAN PREFERENCE:** Preference will also be given to qualified Veterans who do not have a bad conduct or dishonorable discharges (need DD214).

**DUTIES AND RESPONSIBILITIES:**

- Overall supervision of library operations including budget and grant management.
- Prepare written reports to meet grant requirements.
- Prepare monthly written reports as directed by the Education Director.
- Responsible for organizing and coordinating grant required activities, including the Visiting Library program, library Story Time program, and Healthy Eating group, Reading Challenge program for youth K-8th Grade, and the Summer Reading program.
- Supervise the Library Assist position.
- Select and order library resource materials and maintain inventory.
- Design and promote library programs and media materials.
- Register library users using computer system; issue and update cards.
- Provide training to library clientele on computer system and perform troubleshooting.
- Charge material out for patrons and process their returns and reserves.
- Assist students, faculty, and staff with research requests.
- Develop and update library policies as necessary.
- Shelve library materials.
- Organize children's reading activities.
- Maintain accurate records and process incoming and outgoing materials.
- Assist in grant preparation and seek alternative funding sources.
- Must be able to pay attention to detail and follow instructions carefully.
- Must be able to work evenings as necessary.
- Must be able to travel and network with other organizations, including attending national conferences.
- Serve as liaison to library board.
- Ability to lift book totes (up to 20 lbs.) and push loaded carts (up to 50 lbs.) unassisted.
- Must maintain confidentiality
- Other duties as assigned by the supervisor.

***This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level difficulty.***

**Distribution Date:** November 18, 2015

**Closing Date:** December 4, 2015 at 4:00 pm

Name: _____ POSITION: **Librarian**

**Please list your specific experience and knowledge in regards to the following qualifications:**

Bachelor's Degree in English, Liberal Arts, or related field

_____

_____

**OR** Associates Degree in English, Liberal Arts, or related field and two (2) years of work experience in grant management and compliance.

_____

_____

At least one (1) year of working experience in a supervisory role is required.

_____

_____

Previous experience in library management is preferred.

_____

_____

Knowledge of library technological systems and software is preferred

_____

_____

Knowledge and understanding of Anishinaabe culture and history is required.

_____

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Must possess strong verbal and written communication skills.

Must be willing and able to successfully complete SIRSI automation system training.

Computer knowledge required (Microsoft Word, Excel, and Publisher).

Ability to type, document, and catalog accurately is required.

Must be able to assist in grant preparation.

Must be able to work effectively with diverse populations and personalities.

Must possess strong organizational skills.

Must be able to work independently.

_____

_____

Must possess a valid, unrestricted Michigan driver's license, a good driving record, and be insurable to operate fleet vehicles.

_____

_____

Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigator Policy.

_____

_____

Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

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