

LIBRARY ASSISTANT

1 part-time (29 hours/week), Non-exempt position
Dependent on grant funding

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'
- Copy of High School Diploma or Equivalent
- College Transcripts (if applicable)
- Reference Sheet (Non-relative references only)
- Copy of valid, unrestricted Driver's License
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- 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
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Baraga, Michigan 49908
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Distribution Date: August 30, 2017

Closing Date: September 13, 2017 at 4:00pm

POSITION DESCRIPTION

JOB TITLE: **LIBRARY ASSISTANT**
Part-time, Non-exempt position
29 hours/week, Tuesday through Saturday
(Dependent on grant funding)

LOCATION: Ojibwa Community Library
Baraga, Michigan 49908

SUPERVISORY CONTROL: Librarian

SALARY: Grade 3 (minimum starting wage = \$9.80/hour)

QUALIFICATIONS:

- High School Diploma or equivalent is required; 24 college credits or more preferred.
- Must have knowledge of library operations.
- Must possess a valid, unrestricted driver's license, reliable vehicle and vehicle insurance.
- Must have excellent customer service skills and desire to assist people from various backgrounds.
- Must have computer and internet research proficiency and ability/willingness to learn to operate a number of technological devices.
- Must be able to work independently, organize and prioritize work; follow verbal and written instructions with minimal supervision.
- Must have excellent spelling, alphabetizing, reading, organizational, and communication skills.
- Must have experience with social media.
- Must be able to work evenings and weekends, and be reliable.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

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 bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Assists Librarian in implementing library operations, following and upholding library policies and procedures.
2. Aids Librarian with all library events and programming.
3. Assumes clerical responsibility for a major segment of the library's operations.
4. Helps patrons by circulating library materials, suggesting library services, interpreting and resolving questions about the library and its policies/procedures, and providing information about our current collection.
5. Assists patrons in using library equipment such as public computers, printing, scanning, and using tablets.
6. Responsible for shelving, shelf-reading, and organizing library materials.
7. Aids librarian with ordering, acquiring, and processing new library materials; assists with cataloging new materials using the current cataloging system.
8. Processes interlibrary loans while following, and maintaining knowledge of, RIDES practices and procedures.
9. Operates a variety of office equipment including, but not limited to, PC computers, photocopier, printer, laminator, and tablets.
10. Follows strict confidentiality procedures.
11. Maintains a neat appearance and professional manner appropriate to a public setting.
12. Attends training as specified by supervisor.
13. Performs other duties as assigned by 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 of similar kind or level difficulty.

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Name: _____ POSITION: **Library Assistant**

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

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