KEWEENAW BAY INDIAN COMMUNITY

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

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

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

LIBRARIAN

One (1) Full-time (40 hours/week), Grant funded
Exempt position

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
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- ☐ 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 direct descent
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, Michigan 49908
906-353-6623, ext. 4175 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

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POSITION ANNOUNCEMENT

POSITION: **LIBRARIAN**
One (1) full-time (40 hours/week), Grant funded, Exempt

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

SUPERVISORY CONTROL: Education Director

SALARY: Grade 9 (minimum starting wage $21.33/hour)

QUALIFICATIONS:

- Bachelor's Degree in Library Science, Education, or related field
  OR
- Associates Degree in Library Science, Education, 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 preferred.
- Previous experience in library management is preferred.
- Knowledge of library technical systems and WorkFlows software preferred.
- Knowledge and understanding of Anishinaabe culture and history preferred.
- Must possess strong verbal and written communication skills.
- Must successfully complete library systems trainings upon hire.
- Must be proficient in Microsoft Office programs (Microsoft Word, Excel, and Publisher).
- Must be able to type, document, and catalog accurately.
- 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:

- Responsible for the daily operations of the Library, circulation, and patron services.
- Supervision of library staff.
- Develop, maintain, and track budget.
- Grant preparation and management.
- Prepare written reports for a variety of audiences.
- Develop and implement library programs and grant activities, including the Summer Reading program.
- Purchase and maintain library resources and materials and complete inventory.
- Design and promote library programs and media materials.
- Provide computer assistance to library patrons.
- Develop and update library policies as necessary.
- Maintain accurate records and process incoming and outgoing materials.
- Must be able to pay attention to detail and follow instructions carefully.
- Must be able to work evenings and weekends as necessary.
- Must be able to travel and network with other organizations, including attending national conferences.
- 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 24, 2026

Closing Date: December 10, 2026 at 4:00 pm

TERO Approval: Debra L Piccirilli

Date: 11/24/26

Reviewed for barriers only!