

**The International Falls Public Library
Invites applications for position of LIBRARY ASSOCIATE**

The Library Associate position is a full-time position (35 hours/week) with benefits. Evening and Saturday hours are required.

**APPLICATION PACKETS ARE AVAILABLE AT THE LIBRARY AND ON THE
CITY OF INTERNATIONAL FALLS WEBSITE (www.ci.international-falls.mn.us)**

CONTACT FOR APPLICATION PACKET INFORMATION:

International Falls Public Library
750 4th Street
International Falls, MN 56649
Phone (218) 283-8051
www.internationalfallslibrary.us
www.ci.international-falls.mn.us

APPLICATION DEADLINE: Thursday, July 22, 2021

Position Description – Circulation Associate/Youth Services

Position Title: Circulation and Youth Services

Rank: Library Associate

Status: Full-time (35 hours/wk) permanent

Responsibilities: Under the general supervision of the library director, performs the following duties and any others as assigned by the director:

1. Staff public service points
 - A. Perform the various functions of the automated circulation system.
 - B. Handle phone and in-person informational and reference inquiries
 - C. In the absence of senior staff, responsible for building security and maintenance of pleasing and appropriate library environment.
 - D. Perform readers' advisory
 - E. Work with other staff to ensure coverage of all service points.
2. Book and Materials Selection and processing
 - A. Select titles for addition to the library along with Director and cataloger
 - B. Unbox shipments, verify contents, sort for cataloging
 - B. Add magazines to computer catalog daily after processing
3. Fund Accounting
 - A. Collect and record fines, fees and other payments by the public
 - B. Count, record and deposit monies received with city hall monthly
4. Social Media and website
 - A. Along with director create social media posts
 - B. Maintain website
 - C. Weekly updates of slide show
5. Youth Services Programming
 - A. Work with director on planning summer reading programming
 - B. Create youth services school year programming with support
 - C. Potentially provide weekly storytime

Compensation and Benefits: Receives an hourly wage of \$16.00/hr (as of June 2021) and the benefits offered by International Falls Public Library to permanent full-time employees (see employees manual)

International Falls Public Library
Employment Application

Personal

Name: _____

Address: _____

Telephone: _____

Job Interest/Skills

Position applying for: _____

Have you worked for this library before? _____ If yes, when and in what position?

Library hours: Monday – Thursday 10 a.m. – 8 p.m., Friday 10 a.m. – 6 p.m., Saturdays (Sept – May) 10

a.m. – 3 p.m. Are there hours the library is open you are not available to work? If so, when can't you

work? _____

Summarize any special skills or qualifications:

Education

School Name	# of years	GPA	Degree
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Post-Secondary	_____		
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High School	_____		
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Other (Specify)	_____		
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Employment History (List most recent first)

1. Name of Employer _____
Employed from _____ To _____
2. Name of Employer _____
Employed from _____ To _____
3. Name of Employer _____
Employed from _____ To _____

References (No relatives or former employees of Int'l Falls Public Library)

1. Name _____ Address _____
Telephone _____ Years Known _____
2. Name _____ Address _____
Telephone _____ Years Known _____
3. Name _____ Address _____
Telephone _____ Years Known _____

Emergency Information

Name _____ Address _____
Home Phone _____ Work Phone _____

Acknowledgement

I hereby certify that the answers given by me in this application are correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidentally, is ground for disqualification of employment considerations, or dismissal from employment if I am hired. I authorize International Falls Public Library to contact any and all of the references I have listed above to obtain previous employment information or any other pertinent information they may have. Further, I release the above mentioned references from any and all liability for any damages that may result from information collected by International Falls Public Library.

Applicant's Signature _____ Date _____
