

# KEWEENAW BAY INDIAN COMMUNITY

## 2016 TRIBAL COUNCIL

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

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

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

## 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'
- College Transcripts (if applicable)
- Copy of valid, unrestricted Michigan Driver's License
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- Three (3) Letters of Recommendation (optional)
- 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  
164298 Beartown Road  
Baraga, Michigan 49908  
906-353-6623, ext. 4140 & 4176  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Distribution Date:** August 26, 2016

**Closing Date:** September 9, 2016 at 4:00pm

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**  
"Home of the Midnight Two-Step Championship"

## KEWEENAW BAY INDIAN COMMUNITY

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### 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

**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 Michigan 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.*

**Distribution Date:** August 26, 2016

**Closing Date:** September 9, 2016 at 4:00pm

Name: \_\_\_\_\_

POSITION: **Library Assistant**

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

High School Diploma or equivalent is required; 24 college credits or more preferred.

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