



# ORGANIZED VILLAGE OF KASAAN

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## JOB OPENING

LIBRARIAN  
WAGES: DOE

### JOB DESCRIPTION:

#### BASIC FUNCTION AND AUTHORITY

Under the direct supervision of the Tribal Administrator, the Librarian is responsible for the specific duties outlined below and any other duties as identified by the Tribal Administrator. The position is a  $\frac{3}{4}$  time position: 6hrs. per day 5 days per week.

#### DUTIES AND RESPONSIBILITIES

- Oversee day-to-day management of the Kasaan Library and is responsible for the appropriate care of all library resources and furnishings.
- Be responsible for the arrangement; organization, classification, arrangement and assembly of the books and resources available in the library.
- Oversees and assures the maintenance and security of the Library information Management Systems in cooperation with the appropriate Tribal staff.
- Develops professional relationships with library associations and other librarians in the region to address technical assistance and training needs.
- Develops and offers monthly community activities and events designed to engage youth and adults in the resources and services available in the Library.
- Works with the local school and teaching staff to develop the Library into a resource for the students.
- Promotes fund raising activities and assists with grant writing to support the ongoing operation and expansion of the Library.
- Provides direct grants management and program/project oversight for the grants/projects related to the Kasaan Library, including the IMLS grants, and as assigned by the Tribal Administrator.

#### SKILLS AND RESPONSIBILITIES

- Educational background and/or demonstrated experience in a library or similar setting
- Library educational certification or professional training in library sciences (relevant training or degrees will be considered if accompanied by a commitment to receive ongoing training and technical assistance).
- Ability to work with all ages, and a particular interest and aptitude for developing library resources for youth and children.
- Ability and willingness to travel for training as needed.
- Demonstrated ability to work independently and collaboratively.
- Demonstrated computer skills including MS Office, and other programs.
- Demonstrated experience and aptitude for using the Internet as an information resource.

Native hire preference will be applied.

Applications are available at the Tribal Office: The closing date for this position posting is August 9, 2010 by 3:00 p.m.