
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of

Library Assistant**\$12.00 per hour (15hours/week)**

This is a part time (15 hours/week) position working at the Orleans Panamnik Center Library in Orleans, CA.

Under the supervision of the Panamnik Center Library Coordinator, to perform a wide variety of responsible clerical and other specialized Karuk Tribal Library duties relative to the general operation of a tribal public library, and to related work as assigned. These duties will include supporting library staff, assisting library patrons, managing the library collection, computer/research work. This position will also be trained and mentored in standard library procedures by the Library Services Consultant during the first two years of employment.

This position is also a training opportunity for commonly marketable skills that can be applied to other future jobs, including customer service, online research (the basis for library services including reference and assistance of library guests), data entry, online database operation and maintenance (both pertaining to cataloging), and product merchandising (pertaining to library displays and re-shelving of books).

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ **Tribal (TERO) Preference** shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application and resume to the Human Resources Office in Happy Camp no later than 5pm, Friday, December 14, 2012.

Position Posted On: 12/3/2012 10:04 AM

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POSITION DESCRIPTION

Title: Library Assistant

Reports To: Librarian

Location: Orleans Panamnik Center Library

Salary: \$12.00 per hour

Classification: Part Time (15 hours/week), Temporary Grant Funding through 9/30/2014, Non Exempt

Summary: Under the supervision of the Panamnik Center Library Coordinator, to perform a wide variety of responsible clerical and other specialized Karuk Tribal Library duties relative to the general operation of a tribal public library, and to related work as assigned. These duties will include supporting library staff, assisting library patrons, managing the library collection, computer/research work. This position will also be trained and mentored in standard library procedures by the Library Services Consultant during the first two years of employment.

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Responsibilities:

1. Assist patrons in becoming familiar with locating print and non print resources.
2. Assist patrons in learning basic library skills, and selection of literature, reference materials, and a variety of media.
3. Assist patrons in the circulation of library materials, use of the online catalog, and use of online database resources.
4. Help maintain library media equipment.
5. Check books and other materials in and out, processes interlibrary loans.
6. Collect library fees and fines.
7. Process existing and new library materials.
8. Prepare library books for binding.
9. Input data into electronic card catalog and circulation system.

10. Maintain record on overdue library materials.
11. Repair library books.
12. Assist with inventory of library books and library media equipment and materials.
13. Assist in keeping the library clean and orderly, including shelving books and other media.
14. Assist with library displays.
15. Be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
16. Be polite and maintain a priority system in accepting other job duties as assigned.

Qualifications:

1. Ability to work effectively with Native American people in culturally diverse environments.
2. Ability to manage time well and work under stressful conditions with an even temperament.
3. Ability to establish and maintain harmonious working relationships with other employees and the public.
4. Ability to understand and follow oral and written instructions.
5. Familiarity with office methods, practices, and procedures, including filing systems, receptionist and telephone techniques, and library correspondence as directed by supervisor.
6. Basic reference books and media found in public libraries.
7. Basic computer skills.
8. Able to work independently and as a team.
9. Good customer service skills.
10. Professional appearance.

Requirements:

1. High school diploma or GED is preferred.
2. Must have the ability to operate computer equipment, library media equipment and other office machines
3. Must have the ability to lift/carry books, supplies and library media equipment weighing up to 35 pounds
4. Must have the ability to work with a variety of patrons
5. Must adhere to confidentiality policies.

6. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: January 27, 2011, November 29, 2012

Chairman's Signature: _____

Employee's Signature: _____