



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Computer/Interlibrary Clerk (1 Part Time)
SUPERVISOR: Library director
LOCATION: Lac du Flambeau Public Library
POST DATE: June 27, 2018
CLOSING DATE: July 11, 2018

General Description: The primary responsibility of this position is to assist in the daily computer operations including daily processing of interlibrary loan requests and to provide services and support to the public and library staff.

Qualifications: High school diploma or equivalent required. Previous library position experience is preferred but not required and computer experience in using computers.

Salary: \$12.00 per hour/ up to 29 hours per week.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Computer/Interlibrary Clerk (1Part-Time)

B. DEPARTMENT: Library Program

C. SUPERVISOR'S TITLE: Library Director

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to assist in the daily computer operations including daily processing of interlibrary loan requests and to provide services and support to the public and library staff. Specific responsibilities include but are not limited to the following:

1. Knowledge of Microsoft Windows 10 Pro and internet databases used in the library's computer workload;
2. Provide individual assistance to patrons in using the library computers, wireless access; the internet and computer software;
3. Ability to explain technical issues clearly and concisely;
4. Primary responsibility is to catalog library's holding on line to the States WISCAT database in Madison;
5. Assist patrons in using library's online catalog;
6. Perform all duties and responsibilities related to the interlibrary loan requests from patrons or other supplier libraries for borrowed resources and file requests;
7. Adhere to tribal government policies and procedures;
8. Perform other duties as assigned and attend workshops related to job duties.

E. POSITION RELATIONSHIPS:

1. **Internal:** Director; Library staff;
2. **External:** Frequent contact with the public

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Library Director

H. EDUCATION: High school diploma or equivalent required.

I. EXPERIENCE: Previous library position experience is preferred but not required and experience in using computers.

J. SKILLS: Willingness to work established schedule, attention to detail, ability to use computers/interlibrary loan system, ability to work without close supervision and dependability.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Indoor; Frequent contact with the public
2. **Exposure to Hazards:** None
3. **Physical Requirements:** Majority of responsibilities include sitting, standing, with an ability to lift up to twenty-five (25) pounds.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Computer/Interlibrary Clerk to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians. Weekend or evenings are required.

N. SIGNATURES:

Date