



Bemidji State University  
invites applications for the position of:

## Library Technician – Circulation and Course Reserve

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### AFSCME JOB POSTING

<b>CLASSIFICATION:</b>	Library Technician (PCN 00138620)
<b>OPENING DATE:</b>	August 1 <sup>st</sup> , 2022
<b>INTERNAL BID DEADLINE:</b>	Monday, August 8, 2022, at 4:30 p.m.
<b>CLOSING DATE:</b>	Tuesday, August 23, 2022, at 11:59 p.m.
<b>POSITION LOCATION:</b>	A. C. Clark Library – BSU Campus
<b>JOB TYPE / SCHEDULE:</b>	Unlimited Full-time; Monday – Friday 8:00 a.m. – 4:30 p.m.
<b>PAY / SALARY RANGE:</b>	Depends on Qualifications; current pay range is \$19.08 - \$26.52 per hour

**BEMIDJI STATE UNIVERSITY (BSU)** invites qualified applicants to join our team as a **Library Technician – Circulation and Course Reserve**. BSU's vision is to educate people to lead inspired lives. To accomplish BSU's vision, the University prioritizes creating a culture in which diversity is embraced and all people are safe, welcome, and validated. Centered between the three largest Tribal nations in Minnesota – Leech Lake, Red Lake and White Earth – BSU also prioritizes increasing engagement with American Indian communities to become a destination university.

Enrolling more than 5,000 students, BSU offers more than 70 undergraduate majors and nine graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. BSU's [Shared Fundamental Values](#) include civic engagement and leadership, international and multicultural understanding, belief in the power of the liberal arts, and environmental stewardship. BSU is located amid the lakes and forests of northern Minnesota and occupies a wooded campus along the shore of Lake Bemidji. BSU balances rigorous academia with the opportunity to enjoy a fun, robust, outdoor culture. The proximity to the lake and the surrounding north woods allows easy access to an assortment of recreation.

The **Library Technician – Circulation and Course Reserve** provides day-to-day oversight and implementation of public and technical services in the Library's Circulation and Course Reserve collection areas. The Library Technician performs a range of technical work and tasks which support the day-to-day circulation functions associated with the library's circulating collections. They also hire, train, and manage student assistants in the circulation area.

#### Responsibilities of the Library Technician include:

- Providing broad oversight for all aspects of servicing, managing, processing and maintaining the

Circulation area and the Library's course reserve collection. This includes implementing the Circulation unit's policies and procedures. Providing work direction and, as necessary, participates in the technical processing of the Library's course reserve collection.

- Providing work direction to Circulation student assistants and maintaining service during busy periods or when no student workers are available, actively participating in providing services at the Circulation Desk.
- Assisting library users in understanding and using the area's public services, by accessing the various accounts and information associated with these services.
- Managing purchasing of work orders, supplies, memberships, subscriptions, and service contracts for library.
- Performing other duties as assigned by the Circulation Librarian.

**Minimum qualifications for this position include:**

- Working knowledge of library classification system(s) and standard library reference tools sufficient to assist clients in locating materials and conducting research.
- Ability to operate personal computers, use various software and web-based applications, and other office equipment sufficient to locate catalog information, word-process documents, complete forms, and prepare reports.
- Ability to apply and support detailed coding or cataloging systems sufficient to create tracking for new print and non-print library acquisitions and locate and replace existing materials.
- Ability to communicate effectively orally and in writing sufficient to determine and respond to the informational needs of clients of varied educational levels and backgrounds; to train, direct and evaluate work of student clerical staff; and to assist the professional library staff to maintain the library collection according to library policies and procedures.

**Preferred qualifications include:**

- Completed at least 64 semester hours (or equivalent) of post-secondary coursework.
- Successfully completed at least 4 semester hours of formal training or course work in computing applications including, but not limited, to word processors or spreadsheets; or at least 12 months of continuous experience working in a position using computers to perform a substantial portion one's duties.
- Strong organizational, multi-tasking, and problem-solving skills.
- Public or customer service experience.
- Experience screening, hiring, training, directing the work schedules of and providing work direction to numerous part-time employees.
- Ability to work collaboratively with others.
- Ability to work independently and meet critical deadlines.
- A demonstrated commitment to the principles of diversity, equity, inclusion, and anti-racism.

**To facilitate the review, assessment, and evaluation process, please ensure that your application and/or resume clearly demonstrate fulfillment of these required and preferred qualifications.**

**Other considerations:**

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Employment for this position is covered by the collective bargaining agreement for the **American**

**Federation of State, County & Municipal Employees (AFSCME)** bargaining unit, which can be found at: <https://mn.gov/mmb/employee-relations/labor-relations/labor/afscme.jsp>.

- In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MinnState's vehicle use criteria and consent to motor vehicle records check annually.
  - BSU and NTC are tobacco free workplaces ([see policy](#)).
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## TO APPLY:

Apply for **Vacancy Posting 57868**, on the Minnesota Management and Budget (MMB) website: <http://mn.gov/mmb/careers/>.

If you are unable to apply online, please contact the job information line at 651.259.3637. For additional information about the application process, go to <http://www.mn.gov/careers>.

**Internal Bid Process** - Open for Bids from eligible AFSCME members from 8/1 – 8/8/2022. Any current employee interested in this position and eligible to bid should submit a [Bid Application](#) by 4:30 p.m. on Monday, August 8, 2022, to Melanie Pakonen in the HR office at [melanie.pakonen@bemidjstate.edu](mailto:melanie.pakonen@bemidjstate.edu). The bid form may also be found on the [Human Resources website](#).

**Note:** Internal bid applications will be considered prior to filling the position via the public application process and, therefore, this posting may be closed due to contractual obligations.

## Inquiries about the position:

Randy Westhoff, Associate Provost and Associate Vice President for Academic Affairs  
Phone: 218-755-2016  
Email: [Randy.Westhoff@bemidjstate.edu](mailto:Randy.Westhoff@bemidjstate.edu)

If you have general questions about this posting or submitting an application or bid, contact Melanie Pakonen at [melanie.pakonen@bemidjstate.edu](mailto:melanie.pakonen@bemidjstate.edu).

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All employees must comply with department and institution procedures and policies, MinnState policies and procedures, as well as local, state, and federal laws, regulations, guidelines and business and industry standards.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.*

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## UNIVERSITY / COMMUNITY WHY BEMIDJI:

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, just blocks from a thriving downtown community. In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-

knit community of good neighbors and engaged citizens who always come out to cheer for the Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants. Students at Bemidji State University have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information [About BSU](#) visit our website at: <http://www.bemidjistate.edu>

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at [Bemidji 2.0](#)

#### Other Resources:

- Visit Bemidji – <https://www.visitbemidji.com/>
- 218 Relocate / Greater Bemidji – <https://www.218relocate.com/>
- Bemidji Area Chamber of Commerce – <https://www.bemidji.org/>
- Explore Minnesota – <https://www.exploreminnesota.com/article/top-things-to-do-bemidji>

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#### Statement of Notice

Bemidji State University prohibits discrimination and sexual violence of any kind. Contact the Center for Civil Rights [Investigation Office](#) if you have concerns regarding discrimination and/or sexual violence. Per [Minnesota State System Procedure 1B.3.1](#), all universities and colleges must provide contact information of their Title IX Coordinator.

Steven D. Parker, Campus Diversity Officer & Title IX Coordinator

Email: [TitleIX@bemidjistate.edu](mailto:TitleIX@bemidjistate.edu)

Phone: (218) 755-4121

1500 Birchmont Drive NE, Deputy Hall, Room 211, Bemidji, MN 56601

*Bemidji State University is an Affirmative Action Equal Opportunity Employer and Educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.*

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