

Bay County Library System

Bookmobile

Part-time Clerical Posting

Bookmobile and (Sat.)Pinconning Branch

Primary responsibilities include:

- Performing clerical desk procedures with speed and accuracy, including typing, filing, and answering the telephone
- Performing basic computer skills with accuracy, including using the Internet
- Assisting on projects and activities
- Communicating clearly and effectively
- Working with patrons, co-workers and supervisors in a positive, supportive, and cooperative manner that is in the best interest of the library
- **Driving the Bookmobile will be required.**
- **Obtaining a Chauffeur's license**

Work scheduled as follows:

Week 1

Wed 8-5

Thurs 11-8

Sat (BPI) 8:30-5

Week 2 and 3

Wed 8-5

Thurs 11-8

Schedule may be subject to adjustments. Salary follows the 2021 part-time wage scale, beginning at \$10.69 per hour.

This position will be available beginning April 13, 2021 at the earliest.

Cover letter and resume to:

Kevin Ayala
Assistant Director
Bay County Library System
500 Center Avenue
Bay City, MI 48708
kayala@baycountylibrary.org

Deadline for applying – **Open Until Filled**