

Bay County Library System Posting Part-time Clerical-Auburn 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
- Bend, twist, lift, and to interfile books and other library materials on shelving units up to 90” in height, transport books and a-v materials from one location to another.
- And other duties as assigned.

This will be up to a twenty hour per week on average position and will be scheduled as follows:

Week One:

Monday off

Tuesday-10-4

Wednesday-Thursday - 2-8pm

Friday and Saturday - off

Week Two:

Monday - off

Tuesday-10-2pm

Wednesday-Thursday - 4-8 pm

Friday - off

Saturday - 8:30-5pm

Week Three:

Monday - off

Tuesday-10-2

Wednesday-Thursday - 4-8pm

Friday - 8:30-5pm

Saturday - off

Schedule may be subject to adjustments. Salary follows the 2021 part-time wage scale, beginning at \$10.69- \$12.46.

Cover letter and resume to:

Jolene Faber
Administrative Assistant
Bay County Library System
500 Center Avenue
Bay City, MI 48708
jfaber@baycountylibrary.org

Deadline for applying – May 5th – 5:00 p.m.