

## **Bay County Library System Posting Part-time Clerical Fiction-Sage 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- 9-5pm  
Tuesday-1-5pm  
Wednesday- 3-8pm  
Thursday – 3-8pm  
Friday – Off  
Saturday – Auburn 4 hours

**Week Two:**

Monday – 9-2pm  
Tuesday-1-5pm  
Wednesday- 3-8pm  
Thursday – 3-8pm  
Friday - Off  
Saturday - Off

**Week Three:**

Monday – 9-2pm  
Tuesday- 1-5pm  
Wednesday- 3-8pm  
Thursday – 3-8pm  
Friday - Off  
Saturday - Off

Schedule may be subject to adjustments. Salary follows the 2024 part-time wage scale, beginning at \$13.86- \$15.82.

Send cover letter, resume and employment application to:

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

Deadline for applying – August 7<sup>th</sup>, 2024 – 5:00 p.m.