

JOB VACANCY - BAY COUNTY LIBRARY SYSTEM

Librarian II-Department Head – Children’s Department

September 17, 2021

ASSIGNMENT: Responsible for the management, operation, and supervision of the children’s department at the Alice and Jack Wirt Public Library. Provides reference services; develops children’s collection; creates and carries out story times and craft programs.

WAGE: \$46,987 – \$56,451

HOURS: Salaried position, 40 hours per week, regularly scheduled Monday through Saturday, evening and weekend work required

VACATION: Twenty days annually. After five years of service an additional day per year up to a total of 25 days annually.

PERSONAL DAYS: 5 days

SICK: Earned at 1 day per month. Accumulate to 100 days. After 100 days, sick days may be exchanged for vacation at 2:1 up to five days/year.

RETIREMENT: 401K/457 Retirement options with employer 2% contribution and an additional 2% match.

HEALTH INS: Blue Cross/Blue Shield or a deferred compensation annual contribution in lieu of health insurance.

DENTAL INS: Blue Cross/Blue Shield or a deferred compensation annual contribution in lieu of dental insurance.

LIFE INSURANCE: \$20,000 life/AD&D insurance policy on employee

PROBATION: First 6 months

AVAILABLE: Immediately

APPLICATION DATE: Send letter of application and resume – open until filled.

**Jolene Faber, Administrative Assistant
Bay County Library System
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SEE ATTACHED JOB DESCRIPTION FOR POSITION RESPONSIBILITIES.