

BAY COUNTY LIBRARY SYSTEM

Job Vacancy

Senior Library Assistant

March 11, 2025

ASSIGNMENT: Pinconning Library – Children’s Department

WAGE: 2025 pay range: \$21.36/hourly rate at date of hire; 3rd step \$25.18/hour

HOURS: 40 hours per week, including nights and weekends.

VACATION: For 2025 vacation will be based on 12 vacation days per year. Increments in vacation occur at 5, 7, 10, and 20 years of service. Vacation may not be taken during the probationary period.

PERSONAL DAYS: 5 days, after successful completion of probation.

SICK: Earned at 1 day per month, accrue until successful completion of probation. Accumulate to 150 days.

RETIREMENT: 401K/457 Retirement options with employer 2% contribution and an additional 3% match.

HEALTH INS: Blue Cross/Blue Shield or a deferred compensation annual contribution in lieu of health insurance. (Employee pays a percentage of premium as stated in the UWUA Contract.)

DENTAL INS: Dental coverage or a deferred compensation annual contribution in lieu of dental insurance. (Employee pays a percentage of premium as stated in the UWUA Contract.)

LIFE INS: \$20,000 life insurance policy on employee.

PROBATION: First 6 months

AVAILABLE: Open Until Filled

APPLICATION DATE: Send letter of application by 5:00 p.m., Thursday, March 20th, 2025.

Jolene Faber, Administrative Assistant
Bay County Library System
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Bay City, MI 48708
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SEE ATTACHED JOB DESCRIPTION FOR POSITION RESPONSIBILITIES.