

## **Bay County Library System Posting Part-time Clerical-Children's**

### **Alice and Jack Wirt Public Library**

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.

Work schedule is as follows and can be subject to adjustments:

#### **Week 1 & 2**

Tuesday 10-2

Wednesday 2-8

Thursday 2-8

Friday 10-5

#### **Week 3**

Tuesday 10-2

Wednesday 2-8

Thursday 2-8

Saturday 10-5

Salary follows the 2021 part-time wage scale, beginning at \$10.69 – \$12.46 per hour.

This position will be available May 3, 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 – April 21, 2021 – 5:00 p.m.