

# **Bay County Library System Bookmobile Part-time Clerical Position**

## **Bookmobile and (Sat.) Pinconning 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
- **Driving the Bookmobile will be required.**
- **Obtaining a Chauffeur's license**

Work scheduled as follows:

### Week 1

Thursday 11-8

Friday 8-5

Sat (BPI) 8:30-5

### Week 2 and 3

Thurs 11-8

Friday 8-5

Schedule may be subject to adjustments. Salary follows the 2025 part-time wage scale, beginning at \$14.97 per hour.

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 – Open Until Filled**