Part-time Clerical Position
Auburn Area Branch Library
235 W. Midland Road
Auburn, MI 48611

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 audio-visual 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:

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
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<tbody>
<tr>
<td>Mon Off</td>
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<tr>
<td>Tues 4-8</td>
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<tr>
<td>Wed 10-2</td>
<td>Wed 10-4</td>
<td>Wed 10-2</td>
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<td>Thurs 4-8</td>
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<tr>
<td>Fri 8:30-5</td>
<td>Fri Off</td>
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<tr>
<td>Sat Off</td>
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<td>Sat 8:30-5</td>
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</tbody>
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Schedule may be subject to adjustments. Salary follows the 2020 part-time wage scale, beginning at $10.38 – $12.46 per hour.

This position will be available immediately.

Cover letter and resume to: Janelle Coe
Administrative Assistant
Bay County Library System
500 Center Avenue
Bay City, MI 48708
jcoe@baycountylibrary.org

Deadline for applying – March 5, 2021 – 5:00 p.m.