

Bay County Library System

PART TIME REFERENCE

Primary responsibilities include:

- Assisting patrons with reference and computer questions
- 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
- May include maintenance and development of pamphlet and miscellaneous reference files, or other collection development responsibilities.

Minimum Qualifications:

Bachelors Degree with a minimum of two years experience in a library environment and or a Masters Degree in Library Science with one year experience.

Equivalent combination of experience and education may be accepted.

This position will work the following hours at Sage Branch Library and Saturday Group (2) on a 3 week rotation at the Alice and Jack Wirt Public Library.

Thursday:	11:30 am. - 8 pm.
Friday	8:30 am. - 5 pm.
Saturday week 2	8:30 am. – 12:30 pm. at Wirt Public Library Reference Desk

Starting Wages: \$13.99/hour - Bachelor Degree
\$17.61/hour - Master Degree

Employees can work up to 20 hours per week/999 hours per year.

If interested please submit a cover letter and resume to eschulz@baycountylibrary.org or by mail to:

Bay County Library System
Eileen Schulz, Administrative Assistant
500 Center Avenue
Bay City MI 48708

Deadline for applying - November 5, 2019 by 5 pm