

The Branch District Library (BDL) seeks two qualified candidates for upcoming **temporary** part-time openings (20-30 hours/week) in the public services department at the at the Branch District Library due to staff off on parenting leave. The successful candidates for these positions will be committed to providing excellent customer service and will be excited to learn and share knowledge with both peers and patrons. The successful candidates will possess appropriate technology skills.

The work site for these positions may be **any** of our six locations around Branch County. Interviews and selection will begin in late February/early March, depending on applications received, with training to begin in late March/Early April. The end date of these temporary positions may be variable due to the unpredictable nature of when the parenting leaves of the permanent staff might start and end, but it is expected to be about four months, with most work hours occurring from May through July, our busy Summer Reading Program time.

BDL is a district library serving Branch County and some surrounding areas, with a dedicated staff providing library service in six locations. Each branch has a unique personality and an expectation to offer excellent service. Our mission is to provide the people of our communities with library collections and services to meet their educational, informational, and recreational needs, and to do so in vibrant and inclusive spaces whether virtually or in-person.

Job Summary

Public Services Clerks have a broad range of duties and responsibilities. This position provides exceptional customer service to library users visiting the Quincy Branch. The position includes helping patrons with informational or technology questions, participating in programming events, as well as circulating and shelving library materials. The clerk will work under the supervision of the Branch Manager.

Required Knowledge, Skills, and Abilities

- Commitment to customer service excellence.
- Familiarity with current technology, i.e., general computer literacy, knowledge of the Internet and other electronic sources of information.
- The ability to foster an inclusive and welcoming environment for our patrons.
- Critical thinking skills, which can be applied to successfully answering reference inquiries.

- Effective oral and written communication skills.

Education, Experience, and Training

- A high school diploma, or equivalent, is required. Some college or higher is preferred.
- Experience working with children, teens is preferred.
- Previous relevant experience in a public library is preferred.

Pay Rate

\$15.45 to \$19.55 per hour, depending on experience.

Expected Temporary Term

May through July, 2025.

Benefits for Temporary Workers

- Paid holidays that occur during the term: Memorial Day, Juneteenth, Independence Day
- Mileage reimbursements
- Sick Time accrued per the Michigan Earned Sick Time Act at a rate of 1 hour per 30 hours worked to a maximum of 72 hours per year.
- For further details on benefits, see the [BDL Employment Handbook](#).

Hours

Part-time, 20-30 hours per week starting in May, with training hours before that. Some evenings and weekends will be required.

How to Apply

Submit application, resume, and cover letter at www.BranchDistrictLibrary.org/employment.

Deadline

Applications will be accepted until qualified candidates are found.

Branch District Library is an Equal Opportunity Employer.