

The Branch District Library (BDL) seeks a qualified candidate for a part-time (30 hours/week) opening in the public services department at the Coldwater Branch Library, available due to an internal transfer. The successful candidate for this position will be committed to providing excellent customer service and will be excited to learn and share knowledge with both peers and library guests. The successful candidate will possess appropriate technology skills.

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 customer service to library users visiting the Coldwater Branch. The position includes helping patrons with informational or technology questions, planning for and participating in library events, as well as circulating and shelving library materials. The clerk will work under the supervision of the Branch Manager and may have duties in any area of the library, including but not limited to the main service desk, the children's area, and the teen area.

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 and teens is preferred.
- Previous relevant experience in a public library is preferred.

Pay Rate

The starting pay rate is \$15.45 per hour, with some flexibility depending on qualifications and experience. New employees typically begin at the entry rate and receive scheduled pay increases after successful annual performance reviews, up to the current maximum rate of \$19.55 per hour for this position. More information about progression through the pay scale is available in the [BDL Employment Handbook](#).

Benefits

- 11 paid holidays each year.
- 120 hours of paid time off (PTO), off after successful completion of introductory period.
- 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, 30 hours per week. The Coldwater Branch opens most days at 9am, and closes weekdays at 7pm, 4pm on Saturdays. Some evening shifts would be required. This position is on the weekend rotation (typically 1-2 Saturdays a month).

How to Apply

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

Deadline

Applications will be accepted until a qualified candidate is found.

Branch District Library is an Equal Opportunity Employer.