

The Branch District Library (BDL) seeks a qualified candidate for a part-time (30 hours/week) opening in the public services department at the Union Twp. Branch Library. 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 patrons. 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 exceptional customer service to library users visiting the Union Twp. Branch. The position includes helping patrons with informational or technology questions, participating in programming events, creating displays, 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 and teens is preferred.
- Previous relevant experience in a public library is preferred.

Pay Rate

\$15.89 to \$20.11 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/bi-annual performance reviews, up to the current maximum rate for this position. For details on advancing through the salary range, see the [BDL Employment Handbook](#).

Benefits

- 11 paid holidays per year when falling on a regularly scheduled work day.
- 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.
- Retirement contribution match of up to 3% of gross wages into a 401(a) Defined Contribution Plan.
- Participation in the [Michigan Tri-Share childcare cost sharing program](#).
- For further details on benefits, see the [BDL Employment Handbook](#).

Hours

Part-time, averages 30 hours per week. A typical schedule is:

- M: 1:00pm - 5pm
- T: 11:00am - 5pm
- W: 10:30am - 5pm
- Th: 11:00am - 5pm
- F: 11:00am - 5pm

This position is on the weekend rotation, every other Saturday, from 9:00am – 1:00pm. When working a Saturday, hours are reduced another day of the week.

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.