



## **PART-TIME LIBRARY CLERK TECHNICIAN**

The City of Silver Bay is accepting applications for the position of Part-Time Library Clerk Technician at the Silver Bay Public Library. This position plays a crucial role in ensuring the smooth operation of the library, helping patrons locate materials, managing circulation tasks, supporting and delivering programming, cataloging, assisting with social media and performing a variety of administrative and technical duties. The ideal candidate for this position should possess strong organizational skills, attention to detail, and a passion for customer service.

Minimum required qualifications include a high school degree or equivalent with work experience in the public service setting preferred. Education in Library Science or related field is a plus. Successful candidates will be self-motivated, have strong communication and technology skills, work independently, have a flexible work schedule, and ability to multi-task projects. This part-time position will be up to 25 hours per week, working afternoon and evening shifts, primarily Monday-Friday. Competitive wages. This position works under the general and administrative supervision of the Library Director.

More information and job description can be found on the city website at [www.silverbay.com](http://www.silverbay.com) or by contacting City Hall at 218-226-4408. Applications with original signature are asked to be returned by 4:00pm on Monday, November 27, 2023; however, the position will remain open until filled. Resumes are considered a supplement to the city application. Applications and supplemental information can be returned to Silver Bay City Hall, 7 Davis, Drive, Silver Bay, MN 55614. The successful candidate will be required to meet a background check. EEO/AA