

# 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.
- Bend, twist, lift, and to interfile books and other library materials on shelving units up to 90" in height, transport books and a-v materials from one location to another.
- And other duties as assigned.

### 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.