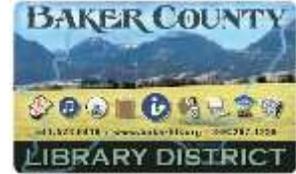


Job Announcement: Public Service Desk Clerk (Substitute)



Baker County Library District

Posted: June 25, 2025 | **Deadline: July 20, 2025** at 11:59 PM (open until filled)

Baker County Library District is seeking a friendly, tech-savvy, and service-oriented individual for an on-call, part-time Public Service Desk Clerk position. Substitutes provide direct service to patrons at our Baker City and Haines branches.

Key Responsibilities

- Assist patrons of all ages at public service desks
- Support patrons with computers, equipment, research help, and e-resources
- Check in and shelve returned items
- Process and repair materials as needed

Position Details

- Status: On-call; 3–8 hours/week, including weekends and evenings
- Locations: Baker City and Haines branches
- Compensation: \$14.94–\$17.30/hour, based on experience (includes sick leave benefits)

Qualifications

Minimum:

- High school diploma or equivalent
- One year of customer service experience
- Strong computer and interpersonal skills

Preferred:

- Associate's degree or relevant experience
- Bilingual (Spanish-English)
- Library or educational setting experience

About Us

Baker County Library District serves 18,000 residents across six branches and a bookmobile. We provide free Wi-Fi, public computer access, and shared resources through the Sage Library System and Libraries of Eastern Oregon. Located near the scenic Powder River and Geiser-Pollman Park, we enjoy strong community support and a vibrant natural setting.

How to Apply

Submit the following (*Minimum / **Preferred):

- Completed BCLD Employment Application*
- Cover letter**
- Resume**

Apply online at www.bakerlib.org/employment or deliver materials to:

- Baker County Library District, 2400 Resort St, Baker City, OR 97814
- Email: jobs@bakerlib.org | Phone: 541-523-6419

Baker County Library District is an Equal Opportunity Employer and participates in the federal E-Verify Program.