Job Announcement:
Substitute Public Service Desk Clerk (Pine-Eagle)

Baker County Library District
Posted: Nov 2, 2026 | **Deadline: Nov 16, 2026** at 11:59 PM

Baker County Library District seeks a friendly, tech-savvy, service-oriented substitute Public Service Desk Clerk to assist patrons at the Halfway and Richland branches.

Key Responsibilities

- Assist patrons of all ages at public service desks
- Help patrons use computers, library equipment, and digital resources; provide research assistance.
- Check in and shelve returned items
- Process and repair materials as needed

Position Details

- Schedule: On-call; approximately 3–8 hours per week; hours vary
- Locations: Halfway and Richland branches
- Starting pay: $15.54 per hour, plus sick leave benefit

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 proficiency in English and Spanish
- Experience in a library or educational setting

About Us

Baker County Library District serves nearly 17,000 residents across six branches and a bookmobile. We provide clean, quiet spaces, free Wi-Fi, public computer access, printing/copying services, and shared resources through the Sage Library System and Libraries of Eastern Oregon.

How to Apply

- **Required**: Completed BCLD Employment Application. Available to download from www.bakerlib.org/employment
- **Preferred**: Cover letter and résumé (in addition to BCLD Application)

Materials may be delivered to:

- Halfway Branch Library, PO Box 922 / 260 Gover Ln, Halfway, OR 97834
- Richland Branch Library, 42008 Moody Rd, Richland, OR 97870
- Baker County Library District (HQ), 2400 Resort St, Baker City, OR 97814
- Questions or email submission: jobs@bakerlib.org | Phone: 541-523-6419

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