



MANISTEE COUNTY LIBRARY  
95 MAPLE STREET, MANISTEE MI 49660  
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WWW.MANISTEELIBRARY.ORG

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### **Information Services Specialist- Temporary, Part-Time**

The Manistee County Library is seeking a highly motivated individual with strong technological, customer service, and organizational skills to be a temporary, part-time information services specialist at the Manistee branch library during summer 2026.

**Please note: this is a temporary position. The weekly hours for this position are approximately 22.5 hours per week.**

Main responsibilities include customer support at the front desk of the Manistee Main Library, checking out and checking in library materials, helping patrons with print orders, and other duties as assigned. The ideal candidate will have experience using databases, doing internet-based research, using the library's website, Google Workspace, and is comfortable learning new software and technology.

**Preferred Availability:** Mondays, Tuesday and Fridays with the ability to work one Saturday a month.

**Preferred but not required:** Evening availability on Mondays & Tuesdays.

**Education:** Associate's Degree.

**Experience:** Two years of experience in a public library preferred. The Library, at its discretion, may consider an alternative combination of formal education and work experience.

**Starting Salary:** \$18.83 per hour

**Apply by:** 04/20/2026. Resumes may be submitted in person to the Manistee library main desk.

Questions regarding this position can be directed to the Business Manager, Rebecca Barker, at [rbarker@manisteelibrary.org](mailto:rbarker@manisteelibrary.org).

Visit [www.manisteelibrary.org](http://www.manisteelibrary.org) for a complete job description.

The Manistee County Library is an equal opportunity employer.