

Baldwin Public Library - Position Posting

The Baldwin Public Library is the public library of Birmingham, Beverly Hills, Bingham Farms, and Bloomfield Hills. It is a Class V library with a service population of 35,000 people and an annual operating budget of \$3,600,000. The Youth Department plans 570 programs and hosts over 21,000 guests at programs each year.

POSITION: **Youth Services Library (Part time)**

HOURS: 28 hours per week—including days, nights, and weekends

QUALIFICATIONS:

- Master’s Degree in Library Science from an ALA-accredited institution, as well as experience working with youth. Those graduating by April 2018 are welcome to apply.
- Innovative and enthusiastic with a broad knowledge of current trends and developmentally appropriate practices in libraries for babies and children through age 12.
- Ability to effectively communicate and collaborate with patrons and coworkers.
- Ability to adapt to a fast-paced work environment and multitask efficiently.
- Demonstrated ability to work successfully with children and their caregivers.
- Ability to deliver consistently friendly, attentive, welcoming, high quality customer service.

RESPONSIBILITIES: Reports to the Head of Youth Services. The Youth Services Librarian will be required to fulfill the following types of duties:

- Provide comprehensive reference and readers’ advisory to patrons of all ages.
- Plan and implement a high level of developmentally appropriate and innovative programs for children from birth through sixth grade including story times, book clubs, maker and STEAM programs, and special family programs.
- Plan and implement outreach programs for local elementary schools, preschools, and early childcare centers, both inside and outside the Library.
- Carry out collection development and maintenance for assigned areas.
- Assist patrons with many forms of electronic resources on multiple device types.
- Provide technology instruction to patrons, including Internet navigation; use of Microsoft Office programs (Word, Excel, etc.); e-reader and tablet use; and use of electronic resources, including databases, e-books, and e-audiobooks,

downloadable music, downloadable magazines, and streaming media.

- Maintain current job knowledge through a variety of professional development resources.

TECHNOLOGY:

Excellent computer skills are required, including:

- Knowledge of subscription databases and common software packages.
- High-level Internet searching skills.
- Ability to teach people how to use e-books and other electronic resources.
- Acquaintance with emerging technologies.

SALARY RANGE:

Range begins at \$18.51/hour

BENEFITS:

Prorated vacation leave, sick leave, and holidays

City of Birmingham defined-contribution retirement plan

APPLICATION:

Cover letter, resume, and application due by Friday, March 23, 2018

PROCEDURE:

To: Baldwin Public Library

Attn: Paul Gillin

300 West Merrill

Birmingham, MI 48009

Electronically to: paul.gillin@baldwinlib.org

The application is available on the library's employment website:

<http://www.baldwinlib.org/employment/>