



## 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 \$3,700,000. Its circulation is 500,000 items per year, its gate count is 250,000, and its program attendance is 35,000.

- POSITION:**                    **Library Assistant (Part-time)**  
Reports to the Head of Youth Services.
- HOURS:**                      20 hours per week – generally during weekday mornings
- RESPONSIBILITIES:**      Provides administrative assistance to the Youth Services Department by completing the following duties:
- Assist with maintenance of the Toy Collection by inventorying and cleaning toy pieces and verifying accuracy of descriptions in the catalog.
  - Assist librarians with incoming phone calls, pickup holds, display creation, report creation, and withdrawals.
  - Assist patrons with basic catalog searches, locating items in the Library, and placing holds.
  - Collect on-shelf holds for Youth Services materials.
  - Update item record data in the Library's catalog.
  - Search for lost or missing items, including marking items missing in the catalog.
  - Shelf reading and shifting.
  - Reshelve materials.
  - Collect and distribute daily mail.
  - Refill paper in printers and copy machines; refill scrap paper and pencil holders in public locations; and maintain general tidiness of all public areas.
  - Maintain supply of forms and materials at Youth Services reference desk and in the Youth Services office.
  - Perform other related duties as required.
- REQUIREMENTS:**
- High school diploma.
  - Eagerness to work with the public and serve customers of all ages, backgrounds, and abilities.
  - Excellent verbal and written communication, analytical, and organizational skills.
  - Ability to adapt in a fast-paced work environment.
  - Knowledge of English language, spelling and mathematics.
  - Knowledge of Microsoft Office programs, especially Word and Excel.
  - Flexible, independent, team-oriented.

- Ability to push and pull carts of books or other materials
- Ability to lift, bend, and stoop in order to sort or shelve materials
- Ability to type and enter computer data

DESIRED  
QUALIFICATIONS

- One year of experience performing clerical duties
- Experience in a public library environment
- Ability to communicate clearly and to act independently as needed
- Strong customer service and problem-solving skills

SALARY RANGE: \$11.35 per hour

APPLICATION: Application and resume due by Friday, March 8, 2019.

PROCEDURE: Mail application to:  
Baldwin Public Library  
Attn: Paul Gillin  
300 West Merrill  
Birmingham, MI 48009

Or send electronically to: [paul.gillin@baldwinlib.org](mailto:paul.gillin@baldwinlib.org)

The application is available on the library's employment website:  
<http://www.baldwinlib.org/employment/>