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: **Substitute Librarian – Adult Services (multiple openings)**

HOURS: As needed—including days, nights, and weekends

QUALIFICATIONS: Master's Degree in Library Science from an ALA-accredited institution. Candidates should be friendly, enthusiastic, and energetic with a desire to provide excellent service to patrons of all ages. Candidates should be flexible, approachable, and comfortable with a broad range of technologies.

RESPONSIBILITIES: Reports to the Head of Adult Services. The Substitute Librarian will be required to perform the following types of duties:
- Provide readers' advisory and reference services to patrons using various collections and materials, and in multiple formats.
- 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.
- Other duties as assigned.

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, downloadable audio books, and other electronic resources
- Acquaintance with emerging technologies

PAY RATE: $18.73 per hour

APPLICATION: Cover letter, resume, and application are due by Friday, February 15, 2019.

PROCEDURE: To: Baldwin Public Library
Attn: Paul Gillin
300 W. Merrill St.
Birmingham, MI 48009
Electronically to: paul.gillin@baldwinlib.org

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