



Baldwin Public Library

Employment Opportunity Available

- POSITION:** Mobile Circulation Assistant I
- HOURS:** 16 to 20 hours per week (Including afternoons and weekends)
- RESPONSIBILITIES:** Providing customer service at the mobile Circulation Desk, including:
- Answering phone calls and texts from patrons
 - Retrieving holds for patrons
 - Checking materials in and out
 - Delivering requested items to patrons waiting outside the Library
 - Clearing snow and salting paths from outside walks during inclement weather, if Operations Assistant is not available
- Additional duties may include:
- Sorting and shelving materials
 - Computer data entry and typing
 - Alphabetizing items on shelves
 - Other duties as assigned
- REQUIREMENTS:**
- Flexibility to work afternoons and two weekend shifts per month.
 - Ability to push or pull carts of books or other materials.
 - Ability to lift, bend, or stoop in order to sort or shelve materials.
 - Ability to work with the public in a positive and professional manner.
 - Ability to learn materials organization throughout the building.
 - Ability to type and enter data on both computers and mobile devices
- WAGE:** \$11.11 per hour
- APPLICATION:** Completed application due by Wednesday, August 14, 2019.
Application is available at www.baldwinlib.org/employment.
- PROCEDURE:** To: Human Resources Department
Attn: Paul Gillin
Baldwin Public Library
300 West Merrill Street
Birmingham, MI 48009
Fax: 248-647-6393
Email: paul.gillin@baldwinlib.org