

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 37,000.

POSITION: **Administrative Assistant (Full-time)**

HOURS: 40 hours per week—including periodic evening or weekend work

RESPONSIBILITIES: The Administrative Assistant will be required to fulfill the following types of duties:

- Serve as assistant to the Library Director and Associate Director.
- Answer and direct incoming Business Office phone calls.
- Sort and direct incoming mail.
- Manage, process contracts, and accept payments for meeting room bookings.
- Proctor tests for the public as needed during regular business hours, and coordinate proctoring schedule outside of those hours.
- Coordinate volunteer and community service workers.
- Coordinate participation in community events, including the Beverly Hills Halloween Hoot, Bloomfield Hills Public Safety Open House, Celebrate Birmingham Hometown Parade, and Beverly Hills Memorial Day Parade.
- Work with fundraising committee to plan and implement annual Books & Bites fundraiser.
- Provide clerical assistance to the Friends of the Baldwin Public Library.
- Take and prepare minutes for monthly Board Meetings, assemble monthly Board packet, and post notices for all Board meetings in compliance with state law.
- Compile data requested for annual reports and submit State Aid Library report electronically.
- Assist with monthly statistics.
- Update and maintain portions of the library's website, intranet, and daily blog to insure that information is current and accurate.
- Handle monetary donations to the Library Trust and prepare related correspondence.
- Handle daily cash procedures in the bookkeeper's absence.
- Track online event payments.
- Order and maintain sufficient quantities of office supplies.
- Assist in the set-up and take-down of equipment and rooms.
- Proofread correspondence, newsletters, press releases, and other documents
- Ensure all correspondence, personnel files, and paperwork are filed and kept in compliance with local, state and federal regulations, including the Library of MI retention schedule.

- Maintain individual employee records, including personnel files and salary history.
- Process paperwork for new employees.
- Maintain electronic door passes and door locking schedule.
- Maintain bulletin boards and kiosks with public information.
- Update the library's digital kiosk with event slides and calendar listings.
- Assists with other duties as needed.

QUALIFICATIONS:

- High school diploma or GED equivalent required.
- Ability to work in a friendly but discreet manner, and to deal effectively with library staff, the Library Board, and the public.
- Ability to handle financial and personnel matters in a confidential and professional manner.
- Excellent computer skills, including experience with Microsoft Office Suite, Adobe Acrobat, and WordPress or similar web content management system.
- Excellent customer service skills.
- Self-starter who works well independently.
- Ability to prioritize given tasks and work efficiently towards completing them.
- Detail-oriented and exceptional organizational skills.
- Background in Human Resources desirable

SALARY RANGE: Range from \$15.64 to \$20.33 per hour.

BENEFITS: Health, dental, and vision insurance
 Short- and long-term disability
 Vacation leave, sick leave, personal leave, and holidays
 City of Birmingham defined-contribution retirement plan
 Deferred compensation plan

APPLICATION: Cover letter, resume, and City of Birmingham application due October 4, 2019

PROCEDURE: To: Baldwin Public Library
 Attn: Rebekah Craft
 300 West Merrill
 Birmingham, MI 48009
 Electronically to: rebekah.craft@baldwinlib.org

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