



**Baldwin Public Library**  
Employment Opportunity Available

- POSITION:** Part-Time Operations Assistant, reporting to the Associate Director
- HOURS:** Part-time, with an average of 12-20 hours per week during afternoons, evenings, and weekends.
- QUALIFICATIONS:** Candidates should be dependable, work well with others, and adjust to learning and implementing new tasks.
- RESPONSIBILITIES:** The Operations Assistant is responsible for handling:
- meeting room setups and tear downs
  - light vacuuming, dusting, and cleaning
  - assisting with moving boxes of used books for Friends sale
  - snow removal
- REQUIRED:** Reliable transportation and background security check. Ability to carry up to 25 pounds on a regular basis and 50 pounds as needed. Ability to carry and push carts of materials, bend, squat, stoop, stretch, climb, kneel, and reach for items both overhead and below waist, move furniture, and shovel snow.
- SALARY RANGE:** \$12.11 to \$15.14 per hour.
- APPLICATION:** Submit resume and application (available at [www.baldwinlib.org/employment](http://www.baldwinlib.org/employment)). This position will be open until filled.
- PROCEDURE:** To: Human Resources Department  
Attn: Robert Stratton  
Baldwin Public Library  
300 West Merrill Street  
Birmingham, MI 48009  
Fax: 248 647-6393  
Email: [robert.stratton@baldwinlib.org](mailto:robert.stratton@baldwinlib.org)