



## **Baldwin Public Library**

### Employment Opportunity Available

- POSITION:** Library Page (multiple positions)
- HOURS:** 8 to 12 hours per week (Including days, evenings, and weekends)
- RESPONSIBILITIES:** Duties may include:
- Sorting and shelving materials.
  - Transporting and emptying large bins inside and outside the library.
  - Verifying materials are shelved in their correct locations.
  - Directing patrons to staff for assistance.
  - Assisting supervisor with special projects.
  - Computer data entry and typing
  - Deliver requested items to patrons waiting outside the Library
  - Other duties as assigned.
- REQUIREMENTS:**
- Flexibility to work day, evening, and weekend shifts regularly.
  - Ability to push or pull carts of books or other materials.
  - Ability to lift, bend, or stoop in order to sort or shelve materials.
  - Capability of working with the public in a positive and professional manner.
  - Ability to become familiar with organization of materials throughout building.
  - Ability to type and enter computer data.
- WAGE:** \$9.65 per hour
- APPLICATION:** Completed application due by September 4, 2020.  
Application is available at [www.baldwinlib.org/employment](http://www.baldwinlib.org/employment).
- 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)

**The Baldwin Public Library is an equal opportunity employer.**