

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 35,350 people. In addition to an annual operating budget of \$4 million, it has a \$1.8 million trust. Its staff consists of 20 full-time employees and 67 part-time employees. The total number of full-time-equivalent staff is 34.7. The Baldwin Library prides itself on providing excellent customer service, a wide range of collections, extensive and varied programs, and a diverse, welcoming, and inclusive environment for patrons and staff. Baldwin is just completing Phase 2 of a three-phase building improvement project and anticipates moving on to Phase 3, a renovation of the front entrance in the near future.

Read more about BPL's COVID-19 response and phased reopening plan at <https://www.baldwinlib.org/reopening/>.

The Associate Director is part of the administrative team that leads the Library by developing plans and working with the Library Board to determine the direction, goals, and policies of the organization.

POSITION:	Associate Director – Full-Time
HOURS:	40 hours per week—including days, nights, and weekends
REPORTS TO:	Library Director
MINIMUM QUALIFICATIONS:	Master's Degree in Library Science from an ALA-accredited institution Possesses, or qualifies for, state certification from the Library of Michigan Three to five years of professional librarian experience, including administrative and supervisory responsibilities in a public library Completion of a successful background check
DESIRED QUALIFICATIONS:	Broad knowledge of public library services, including current trends Eagerness to work with the public and serve patrons of all ages, backgrounds, and abilities Proven ability to establish and maintain effective working relationships with staff and the public Excellent communication, analytical, and organizational skills Strong knowledge of current and emerging technologies Flexible, independent, team-oriented
RESPONSIBILITIES:	Under the supervision of the Library Director, assists in all aspects of running the Library and serves as the staff member in charge of the Library in the absence of the Director Directly responsible for: <ul style="list-style-type: none">• Marketing, public relations, website, and social media• Managing building maintenance department Has liaison relationships with the Baldwin Public Library Board of Directors, the Friends of the Baldwin Public Library Board, the City of Birmingham, and other community organizations

Helps to represent the Library and establish partnerships by positively interacting with schools as well as civic, business, and other organizations Works with the Inclusion, Diversity, Equity, and Access (IDEA) Task Force to create and maintain a library environment that is inclusive, equitable and welcoming for staff and the public.

SALARY RANGE: Range is \$65,848 to \$76,871/year. Starting salary is based on experience and qualifications.

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, list of at least three references, and [application](#) due by Wednesday, December 2, 2020 at 5:00 p.m.

PROJECTED START DATE: January 18, 2021

PROCEDURE: Mail to:
Baldwin Public Library
Attn: Robert Stratton
300 West Merrill
Birmingham, MI 48009

Or email to: robert.stratton@baldwinlib.org

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