

SERVING THE COMMUNITIES OF

Birmingham, Beverly Hills, Bingham Farms
Bloomfield Hills

LIBRARY BOARD OF DIRECTORS

Ashley Aidenbaum, Melissa Mark, Frank Pisano,
Jim Suhay, Bob Tera, Jennifer Wheeler

LIBRARY DIRECTOR

Rebekah Craft

Baldwin Public Library—Job 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 \$2.3 million trust. 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.

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

POSITION	Head of Adult Services—Full-Time The Adult Services department includes 1 full-time department head, 1 full-time teen librarian, 2 full-time adult librarians, 4 part-time adult librarians, 1 part-time paraprofessional, 1 part-time intern, and a roster of 10-15 substitute librarians.
HOURS	40 hours per week—including days, nights, and weekends
MINIMUM QUALIFICATIONS:	Master's Degree in Library Science from an ALA-accredited institution Possesses, or qualifies for, state certification from the Library of Michigan At least two years of experience in a public library environment working with adults and teens Completion of a successful background check
DESIRED QUALIFICATIONS:	Supervisory experience Eagerness to work with the public and serve patrons of all ages, backgrounds, and abilities Broad knowledge of public library services, including current trends and emerging technologies Excellent organizational skills; able to envision process, organize projects, set priorities, use time effectively, work independently, systematically, and meet deadlines Ability to communicate, both orally and in writing, effectively, patiently, and courteously with supervisor, Library staff, and the public Have experience with budgeting, programming, collection development, reference work, electronic resources, and emerging technologies Flexible, independent, team-oriented

RESPONSIBILITIES: Under the supervision of the Associate Director, the Head of Adult Services will be required to perform the following types of duties:

- Provides leadership in the delivery of outstanding service by modeling excellent, innovative, equitable, and inclusive customer-directed service
- Trains, mentors, schedules, and directs professional and paraprofessional staff. Provides coaching and corrective action as necessary for staff at all levels. Conducts performance reviews.
- Interviews, selects, and develops new staff.
- Promotes Library services through programming, outreach, and partnerships within the community. Represents the Library at meetings and community events
- Works on the Adult Services reference desk providing reference and readers advisory service in person, over the phone, and via electronic delivery
- Develops, plans, implements, and facilitates Library programs, including technology instruction classes and book discussions
- Develops, documents, and implements operating procedures for Library staff
- Responds to patron suggestions, comments and complaints in a timely, professional, and constructive manner
- Prepares for emergencies and helps maintain a safe work environment
- Tracks departmental budget and compiles statistics
- Provides input to annual budget requests and monitors expenditures for materials and programs
- Works cooperatively with the Management Team to provide effective Library services that support the [Library's strategic plan and goals](#)
- Maintains departmental web pages and contributes to the monthly Learn.Connect.Discover newsletter and social media accounts
- Conducts all work through a lens of diversity, equity, and inclusion
- Maintains awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
- Other duties as assigned

SALARY RANGE: Range is \$55,000 to \$65,000 per year. Starting salary is based on experience and qualifications.

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

APPLICATION: Cover letter, resume, list of at least three references, and [City of Birmingham employment application](#) due Wednesday, February 10, 2021 at 5:00 p.m.

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/>