

SERVING THE COMMUNITIES OF

Birmingham, Beverly Hills, Bingham Farms
Bloomfield Hills

LIBRARY BOARD OF DIRECTORS

Ashley Aidenbaum, Melissa Mark, Frank Pisano,
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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:	ADULT SERVICES LIBRARIAN – PART-TIME
HOURS:	20-28 hours per week—including days, nights, and weekends
QUALIFICATIONS:	<p>Master's Degree in Library Science from an ALA-accredited institution.</p> <p>Eagerness to work with the public and serve patrons of all ages, backgrounds, and abilities.</p> <p>Broad knowledge of public library services, including current trends and emerging technologies.</p> <p>Excellent organizational skills; able to envision process, organize projects, set priorities, use time effectively, work independently, and meet deadlines.</p> <p>Ability to communicate, both orally and in writing, effectively, patiently, and courteously with supervisor, Library staff, and the public.</p> <p>Have experience with budgeting, programming, collection development, reference work, electronic resources, and emerging technologies.</p> <p>Flexible, independent, team-oriented.</p>
RESPONSIBILITIES:	Reports to the Head of Adult Services. The Adult Services Librarian will be required to fulfill the following duties, which include but are not limited to:

- Deliver outstanding service that is innovative, equitable, inclusive, and patron-directed.
- Provide comprehensive reference and readers' advisory service to individuals and groups, both inside and outside the Library.
- Carry out collection development and maintenance for assigned areas, which could include print, periodical, audiovisual, or digital items.
- Develops, plans, implements, and facilitates Library programs, including technology instruction classes and book discussions
- Assist with many forms of electronic resources on multiple device types.
- Provide technology instruction to patrons, including Internet navigation; use of Microsoft Office programs (Word, Excel, etc.); e-reader and tablet use; and the use of electronic resources, including databases, e-books, e-audiobooks, downloadable music, downloadable magazines, streaming media, and online courses.
- Interact with the Library's home delivery patrons who are physically unable to visit the Library.
- Perform community outreach on behalf of the Library at local events and in conjunction with community organizations and area businesses.
- Update departmental web pages and contribute to the monthly Learn.Connect.Discover newsletter and social media accounts
- Maintain current job knowledge through a variety of professional development resources, some of which are self-directed.
- Serve as the person in-charge as needed

SALARY RANGE: Range begins at \$19.48/hour. Salary is based on experience and qualifications.

BENEFITS: Prorated vacation leave, sick leave, and holidays
City of Birmingham defined-contribution retirement plan

APPLICATION: Cover letter, resume, list of at least three references, and [City of Birmingham employment application](#) due by Tuesday, April 13, 2021 at 5:00 p.m.

PROCEDURE: Mail to: Baldwin Public Library Attn: Robert Stratton
300 West Merrill, Birmingham, MI 48009
Electronically to: robert.stratton@baldwinlib.org

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