

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 – 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 \$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:	CIRCULATION I ASSISTANT (PART-TIME)
HOURS:	12-20 hours per week—including days, nights, and weekends
RESPONSIBILITIES:	<p><i>Providing customer service at the Circulation Desk, including:</i></p> <ul style="list-style-type: none">Checking materials in and outRegistering new library patrons and maintaining patron recordsAnswering patron questions and telephone callsCollecting feesComputer data entry and typingReferring patrons to other staff for assistanceRun items out to curbside pickup patrons <p><i>Additional duties may include:</i></p> <ul style="list-style-type: none">Sorting and shelving materialsExchanging the outside dropbox bins when necessaryCovering Page and Mobile Circulation positions when necessary, including the duties of exchanging dropbox bins and running curbside items out to patronsOther duties as assigned
REQUIREMENTS:	<ul style="list-style-type: none">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.Ability to work with the public in a positive and professional manner.Ability to learn materials organization throughout the building.

STARTING WAGE: \$14.00 per hour

APPLICATION: Cover letter, resume, and [City of Birmingham employment application](#) due Wednesday, August 25, 2021 at 5:00 p.m.

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

If you need accommodations (for a disability, religious beliefs, or other reasons), we are happy to work with you, both during our interview process and after you are hired. Please contact robert.stratton@baldwinlib.org to request accommodations.