

SERVING THE COMMUNITIES OF

Birmingham, Beverly Hills, Bingham Farms
Bloomfield Hills

LIBRARY BOARD OF DIRECTORS

Ashley Aidenbaum, Melissa Mark, Frank Pisano,
Karen Rock, Jim Suhay, 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:**LIBRARY PAGE****HOURS:**

8-12 hours per week, primarily daytime and weekday hours, but occasional evening and weekend hours might be required.

QUALIFICATIONS:

Excellent customer service skills

High productivity combined with respect for quality

Eagerness to work as part of a team in order to fulfill the goals of the Library

Proficient in spelling

Precise attention to detail

Ability to lift and move cartons of books received in delivery

Ability to lift, bend, or stoop in order to sort or shelve materials

Ability to move carts of books or other material to various parts of the Library, indoors and outdoors

RESPONSIBILITIES:

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

Deliver requested items to patrons waiting outside the Library

Other duties as assigned

PAY RANGE: \$10.17 per hour

APPLICATION: [City of Birmingham employment application](#) due Friday, August 20, 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

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.