

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 \$4.7 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.

POSITION:	ADULT SERVICES LIBRARIAN – FULL-TIME
HOURS:	40 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:	<p>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:</p> <ul style="list-style-type: none">• Deliver outstanding service that is innovative, equitable, inclusive, and customer-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 \$21.50/hour. 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 by Monday, October 18, 2021 at 12 noon.

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