

## SERVING THE COMMUNITIES OF

Birmingham, Beverly Hills, Bingham Farms  
Bloomfield Hills

## LIBRARY BOARD OF DIRECTORS

Melissa Mark, Frank Pisano, Karen Rock  
Danielle Rumble, 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 the City of Bloomfield Hills. It is a Class V library with a service population of 37,981 people. The Baldwin Public Library values providing excellent customer service, a wide range of collections, extensive and varied programs, and a diverse, welcoming, and inclusive environment for visitors and staff.

### POSITION:

#### **TECHNOLOGY ASSISTANT I – PART-TIME**

This position plays an essential role in ensuring that the Baldwin Library's Idea Lab (makerspace) runs smoothly and trouble-free. Duties include providing general caretaking of the Lab and assisting patrons as needed.

### HOURS:

20 to 28 hours per week—including days, nights, and weekends

### QUALIFICATIONS:

Experience using a 3D printer or laser engraver

Knowledge of 3D modeling software

Technically and mechanically inclined

Eagerness to work with the public and serve patrons of all ages, backgrounds, and abilities

Enthusiasm and willingness to learn and make new things

Physically capable of lifting loads up to 50 pounds in weight

Organized, with the ability to prioritize and multi-task

Reliable, with patience and professionalism

Skills with technology, art, crafts, engineering, science, and design

Ability to express ideas clearly and effectively, both verbally and in writing

**RESPONSIBILITIES:** Reports to Idea Lab Supervisor. The Technology Assistant I will be required to fulfill the following duties, which include but are not limited to:

- Assists patrons in using tools, equipment, and software in the Idea Lab
- Sets up and operates machines and provides basic maintenance on equipment
- Offers specific guidance and workshops in areas of expertise
- Operates the hardware and software associated with the Lab
- Keeps the Lab clean and safe
- Other duties as assigned

**PAY RANGE:** \$16.48 to \$20.60 per hour, depending on experience and qualifications

**APPLICATION:** Cover letter, resume, and [City of Birmingham employment application](#) due Monday, July 25, 2022 at 5:00 p.m.

**PROCEDURE:** To: Baldwin Public Library  
Attn: Robert Stratton  
300 West Merrill, Birmingham, MI 48009  
Electronically to: [hr@baldwinlib.org](mailto:hr@baldwinlib.org)

If you need accommodations, we are happy to work with you, both during our interview process and after you are hired. Please contact [hr@baldwinlib.org](mailto:hr@baldwinlib.org) to request accommodations.

The City of Birmingham is mandating vaccination against COVID-19 for all employees. Personnel must have an updated vaccine card on file with the City of Birmingham. Face masks are required while working in City buildings, unless someone is medically unable to tolerate a mask.