

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 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:	LIBRARY PAGE
HOURS:	8-12 hours per week, primarily Fridays and weekends; other weekday and evening hours may 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 supervisors with special projects Delivering requested items to patrons waiting outside the Library Other duties as assigned
PAY RANGE:	\$10.68 per hour

APPLICATION: [City of Birmingham employment application](#) due Sunday, October 30, 2022.

PROCEDURE: Mail to: Baldwin Public Library
Attn: Robert Stratton
300 West Merrill, Birmingham, MI 48009
Electronically to: 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 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.