

SERVING THE COMMUNITIES OF

Birmingham, Beverly Hills, Bingham Farms
Bloomfield Hills

LIBRARY BOARD OF DIRECTORS

Melissa Mark, Frank Pisano, Karen Rock
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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 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:	SUBSTITUTE LIBRARIAN - ADULT SERVICES
HOURS:	As needed—including days, nights, and weekends
QUALIFICATIONS:	<p>Master's Degree in Library Science from an ALA-accredited institution; or within one semester of completion of degree.</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>Ability to communicate, both orally and in writing, effectively, patiently, and courteously with supervisor, Library staff, and the public.</p> <p>Flexible, independent, team-oriented.</p>
RESPONSIBILITIES:	<p><i>Reports to the Coordinator of Substitutes for the Adult Services Department. The Substitute Librarian will be required to perform the following types of duties:</i></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.• Assist with many forms of electronic resources on multiple device types.• Provide technology instruction to patrons, including Internet navigation; use of Microsoft Office (Word, Excel, etc.) and Google Workspace; 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

- Other duties as assigned.

SALARY RANGE: \$21.06 per hour

APPLICATION: Accepted until Sunday, January 22, 2023.
Please submit a cover letter, resume, and application found at <http://www.baldwinlib.org/employment/>

PROCEDURE: 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.