

**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 - 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:**

**Information Technology Assistant (Part-time)**

**HOURS:**

Flexible schedule of up to approximately 28 hours per week, including days, nights, and weekends

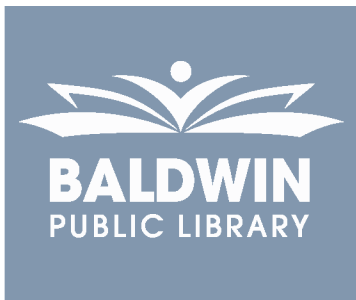
**RESPONSIBILITIES:**

Reporting to the IT Coordinator, the IT Assistant will be required to fulfill the following types of duties:

- Helps maintain the library's phone system, integrated library system, security system, and audiovisual equipment.
- Supports IT Coordinator by maintaining all server, workstation, network and peripheral hardware.
- Maintains public time, print, and access management system.
- Responsible for installing and maintaining all computer hardware and software.
- Works with the IT Coordinator to develop annual and long-term technology budgets and replacement schedules.
- Assists and trains staff and patrons with day to day computer questions.
- Sets up computer and audiovisual equipment for meetings and programs.
- Performs related duties as required.

**QUALIFICATIONS:**

- Associates Degree, or equivalent knowledge, in Information Technology, Computer information Systems, or closely related field, and at least one (1) year of work experience. Equivalent combinations of education, certifications, and experience may be considered.



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- Well-developed IT/MS Windows 7 / 10 PC skills, including general knowledge and experience with MS Active Directory networks. General knowledge of networking protocols.
- Experience with user support and hardware/software support.
- Excellent problem solving and interpersonal skills.
- Experience in customer service preferred.

**SALARY RANGE:**

Starting at \$18.00 per hour, based on experience and qualifications.

**APPLICATION:**

Cover letter, resume, and [employment application](#) due by Sunday, May 7, 2023.

**PROCEDURE:**

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

The application and job posting are also available on the library's employment webpage:  
[www.baldwinlib.org/employment](http://www.baldwinlib.org/employment)

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.