

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

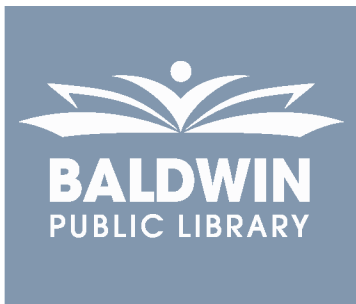
LIBRARY DIRECTOR

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:** **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 to start, \$12.00 per hour starting July 1, 2023
- APPLICATION:** [City of Birmingham employment application](#)
Accepted on an ongoing basis until position is filled



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

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.