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: ACCESS SERVICES - LIBRARY ASSISTANT I (PART-TIME)

HOURS: 12-20 hours per week—including days, nights, and weekends

RESPONSIBILITIES:
Providing customer service at the Information Desk, including:
- Checking materials in and out
- Registering new library patrons and maintaining patron records
- Answering patron questions and telephone calls
- Collecting fees
- Computer data entry and typing
- Referring patrons to other staff for assistance
- Processing items for curbside pickup
- Checking out items and study rooms to patrons
- Running items outside to curbside pickup patrons
- Exchanging the outside dropbox bins, when necessary

Additional duties may include:
- Sorting and shelving materials
- Technical materials processing
- Pulling picklists of materials
- Other duties as assigned

REQUIREMENTS:
- Flexibility to work day, evening, and weekend shifts regularly
- Ability to push or pull carts of books or other materials
- Ability to lift, bend, or stoop in order to sort or shelve materials
- Ability to work with the public in a positive and professional manner
- Ability to learn materials organization throughout the building

SALARY RANGE: $15.00 per hour
APPLICATION: Cover letter, resume, and City of Birmingham employment application due by Tuesday, January 16, 2024 at 5:00 p.m.

PROCEDURE: To: Baldwin Public Library
Attn: Robert Stratton
300 West Merrill, Birmingham, MI 48009
Electronically to: hr@baldwinlib.org

Please contact hr@baldwinlib.org to request accommodations.