

**SERVING THE COMMUNITIES OF**

Birmingham, Beverly Hills, Bingham Farms  
Bloomfield Hills

**LIBRARY BOARD OF DIRECTORS**

Wendy Friedman, Melissa Mark, Frank Pisano,  
Karen Rock, Danielle Rumble, Jennifer Wheeler

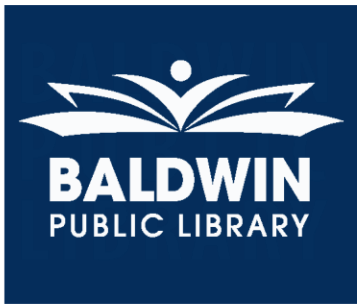
**LIBRARY DIRECTOR**

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:	<b>SUBSTITUTE LIBRARIAN - ADULT and/or YOUTH SERVICES</b>
HOURS:	<p>As needed</p> <p><i>Youth Services:</i> Mondays through Thursdays from 5:00-9:00 p.m. Saturdays from 9:30 a.m.-1:30 p.m. or 1:30-5:30 p.m. Sundays from 12:00-5:00 p.m.</p> <p><i>Adult Services:</i> Mondays through Thursdays from 9:30 a.m. -1:30 p.m. or 1:30-5:30 p.m. or 5:00-9:00 p.m. Saturdays from 9:30 a.m.-1:30 p.m. or 1:30-5:30 p.m. Sundays from 12:00-5:00 p.m.</p>
QUALIFICATIONS:	<ul style="list-style-type: none"> <li>• Master’s Degree in Library Science from an ALA-accredited institution; or within one semester of completion of degree.</li> <li>• Eagerness to work with the public and serve patrons of all ages, backgrounds, and abilities.</li> <li>• Broad knowledge of public library services, including current trends and emerging technologies.</li> <li>• Ability to communicate, both orally and in writing, effectively, patiently, and courteously with supervisor, Library staff, and the public.</li> <li>• Flexible, independent, team-oriented.</li> </ul>
RESPONSIBILITIES:	<p><i>Reports to the Coordinator of Substitutes for the Adult or Youth Services Department. The Substitute Librarian will be required to perform the following types of duties:</i></p> <ul style="list-style-type: none"> <li>• Deliver outstanding service that is innovative, equitable, inclusive, and customer-directed.</li> <li>• Provide comprehensive reference and readers’ advisory service to individuals.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Assist with many forms of electronic resources on multiple device types.</li> <li>• 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</li> <li>• Other duties as assigned.</li> </ul>
SALARY RANGE:	\$21.90 per hour
APPLICATION:	Accepted until Tuesday, January 16, 2024. Please submit a cover letter, resume, and application found at <a href="http://www.baldwinlib.org/employment/">http://www.baldwinlib.org/employment/</a>
PROCEDURE:	To: Baldwin Public Library Attn: Robert Stratton 300 West Merrill, Birmingham, MI 48009 Electronically to: <a href="mailto:hr@baldwinlib.org">hr@baldwinlib.org</a>

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.