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: LIBRARY PAGE

HOURS: 8-12 hours per weekend: Friday, Saturday, and/or Sunday

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: Reports to the Page Supervisor in the Access Services Department. The Page will be required to perform the following types of duties:
- 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
- Check in of returned materials at a designated terminal
- Other duties as assigned

SALARY RANGE: $12.00 per hour
APPLICATION: Accepted until Friday, March 1, 2024. Please submit City of Birmingham Employment Application

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.