

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

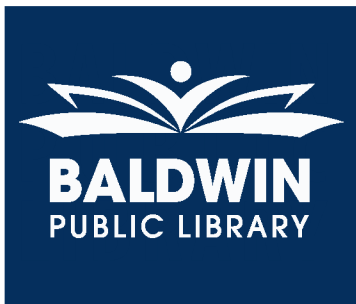
LIBRARY DIRECTOR

Rebekah Craft

Baldwin Public Library

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. The mission of the Baldwin Public Library is to enrich lives by providing opportunities and resources for everyone to learn, connect, and discover.

POSITION	Teen Services Librarian (Part-time)
HOURS	Flexible schedule of 20-28 hours per week, including days, nights, and weekends
QUALIFICATIONS	Candidates will be evaluated on the full range of their professional and personal background, experience, and direct and transferable skills.
EDUCATION	Master's Degree in Library Science from an ALA-accredited institution.
RESPONSIBILITIES	Reports to the Head of Adult Services. The Teen Services Librarian will be required to perform the following types of duties: <ul style="list-style-type: none">• Deliver outstanding customer service that is innovative, equitable, inclusive, and customer-directed• Provide comprehensive reference and readers' advisory service to individuals.• Assist with many forms of electronic resources on multiple device types.• 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.• Carry out collection development and maintenance for assigned areas.• Plan and implement teen programming, book clubs, and outreach, including school visits.



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

- Update departmental web pages and contribute to the quarterly Learn.Connect.Discover newsletter and social media accounts.
- Create and maintain print and digital bibliographies.
- Serve as the person in-charge as needed, including assisting patrons needing limited basic first aid or medical assistance.
- Demonstrate good stewardship of physical spaces by preparing and maintaining department displays, tidying and maintaining public spaces, helping patrons to interact positively in the space together, and facilitating patron interactions as needed.
- Maintain current job knowledge and teen trends through a variety of professional development resources, some of which are self-directed.
- Other duties as assigned

SALARY RANGE

Starting at \$24.00 per hour, based on experience and qualifications.

BENEFITS

- Pro-rated vacation, sick, and personal time
- City of Birmingham defined contribution retirement plan

APPLICATION

Please submit a cover letter, resume, and [City of Birmingham employment application](#) by June 14, 2024.

PROCEDURE

Submit to: Baldwin Public Library
Attn: Robert Stratton
300 W. 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.