

**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:	ACCESS SERVICES - LIBRARY ASSISTANT I (PART-TIME)
HOURS:	12-20 hours per week. Help is especially needed on nights and weekends.
RESPONSIBILITIES:	<i>Providing customer service at the Information Desk, including:</i> Handling the return of items 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 study rooms to patrons Taking items outside to curbside pickup patrons Exchanging the outside dropbox bins, when necessary Sweeping floor and wiping atrium study tables, when necessary <i>Additional duties may include:</i> 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 shelf 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



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APPLICATION:

Cover letter, resume, and [City of Birmingham employment application](#) due by Sunday, August 4, 2024.

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.