

**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:**SUBSTITUTE LIBRARIAN - ADULT and/or YOUTH SERVICES****HOURS:**

As needed, including daytime, evening, or weekend shifts. At minimum, employee must work one shift per quarter to maintain employment status; shifts are available every week.

QUALIFICATIONS:

- Master's Degree in Library Science from an ALA-accredited institution; or within one semester of completion of degree.
- Eagerness to work with the public and serve patrons of all ages, backgrounds, and abilities.
- Broad knowledge of public library services, including current trends and emerging technologies.
- Ability to communicate, both orally and in writing, effectively, patiently, and courteously with supervisor, Library staff, and the public.
- Flexible, independent, team-oriented.

RESPONSIBILITIES:

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:

- Deliver outstanding 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
- Other duties as assigned.

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SALARY RANGE: \$24.00 per hour, plus earned sick time leave of one hour per 30 hours worked.

APPLICATION: Accepted until Tuesday, July 29, 2025.
Please submit a cover letter, resume, and application found at <http://www.baldwinlib.org/employment/>

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.