

**SERVING THE COMMUNITIES OF**

Birmingham, Beverly Hills, Bingham Farms
Bloomfield Hills

LIBRARY BOARD OF DIRECTORS

Wendy Friedman, Pam Graham, 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:**LIBRARY PAGE****HOURS:**

8-12 hours per week - primarily evenings, and including Saturdays/Sundays

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
- Ability to move 25 pounds on a regular basis, and 50 pounds as needed
- Proficiency in alphabetic and numeric ordering
- Precise attention to detail
- Ability to move cartons of books received in delivery
- Ability to reach/place items overhead and below waist
- Ability to move carts of books or other material to various parts of the Library, indoors and outdoors
- Pass a background check

RESPONSIBILITIES:

Reports to the Assistant Department Head 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
- Check in of returned materials at a designated terminal
- Other duties as assigned



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PAY RATE: \$15.00 per hour, plus earned sick time leave of one hour per 30 hours worked.

APPLICATION: Accepted on an ongoing basis.
Please submit a letter of interest, and the Baldwin Public Library [Employment Application](#) found on [Baldwin's Employment webpage](#).

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.