

**SERVING THE COMMUNITIES OF**

Birmingham, Beverly Hills, Bingham Farms  
Bloomfield Hills

**LIBRARY BOARD OF DIRECTORS**

Melissa Mark, Frank Pisano, Karen Rock  
Danielle Rumble, Jim Suhay, 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**

**Adult Services Librarian (Part-time)**

**HOURS**

Flexible schedule of 20-28 hours per week, including days, nights, and weekends

**QUALIFICATIONS**

Master's Degree in Library Science from an ALA-accredited institution; or within one year of completion of degree.

Candidates will be evaluated on the full range of their professional and personal background, experience, and direct and transferable skills.

**REQUIREMENTS**

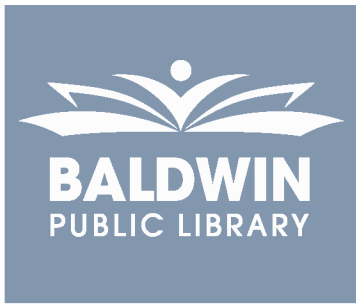
The candidate selected for this position must:

- Be focused on customer service and eager to serve patrons of all ages, backgrounds, and abilities.
- Have a friendly and personable demeanor.
- Be adaptable, flexible, and independent.
- Communicate effectively, patiently, and courteously with the public, supervisor, and coworkers.
- Work well with coworkers across all departments.
- Have experience with budgeting, programming, collection development, reference work, and electronic resources.
- Be able to envision processes, organize projects, set priorities, use time effectively, and meet deadlines.

**RESPONSIBILITIES**

Reports to the Head of Adult Services. The Adult Services Librarian will be required to fulfill the following types of duties:

- Deliver outstanding service that is innovative, equitable, inclusive, and customer-directed.



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- 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 library-oriented programming and outreach, including technology training classes and book clubs.
- Maintain current job knowledge through a variety of professional development resources, some of which are self-directed.
- Complete other duties as assigned.

**SALARY RANGE**

Starting at \$23.57 per hour, based on experience and qualifications.

**BENEFITS**

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

**APPLICATION**

Cover letter, resume, and [City of Birmingham employment application](#) due by Thursday, August 3, 2023, at 4:00 p.m.

**PROCEDURE**

To: Baldwin Public Library  
Attn: Robert Stratton  
300 W. Merrill  
Birmingham, MI 48009  
Electronically to: [hr@baldwinlib.org](mailto: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](mailto:hr@baldwinlib.org) to request accommodations.