

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

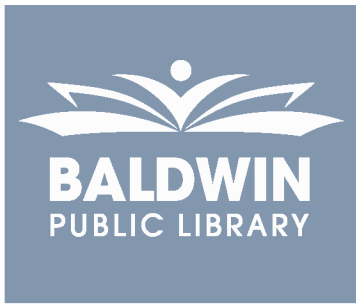
LIBRARY DIRECTOR

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	<p>Master's Degree in Library Science from an ALA-accredited institution; or within one year of completion of degree.</p> <p>Candidates will be evaluated on the full range of their professional and personal background, experience, and direct and transferable skills.</p>
REQUIREMENTS	<p>The candidate selected for this position must:</p> <ul style="list-style-type: none">• 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	<p>Reports to the Head of Adult Services. The Adult Services Librarian will be required to fulfill the following types of duties:</p> <ul style="list-style-type: none">• 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 and resume 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

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.