

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 – JOB 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:

TECHNOLOGY ASSISTANT II – FULL-TIME

This position plays an essential role in ensuring that the Baldwin Library's Idea Lab (makerspace) runs smoothly and trouble-free.

HOURS:

40 hours per week—including days, nights, and weekends

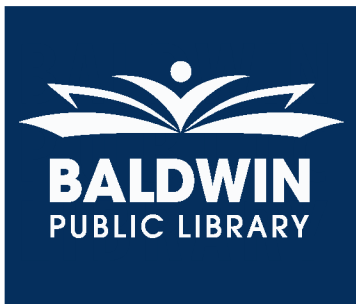
RESPONSIBILITIES:

Reports to Idea Lab Supervisor. The Technology Assistant II will be required to fulfill the following duties, which include but are not limited to:

- Operate the hardware and software associated with the Idea Lab (<https://www.baldwinlib.org/idealab/>)
- Assist patrons in using tools, equipment, and software in the Idea Lab
- Assist library patrons frequently and directly, including giving brief tours to passersby, guiding users through makerspace activities, sharing advice and collaborating on projects, providing instruction, and delivering exceptional customer service
- Create and implement Idea Lab programs and instruction for the public and for staff
- Work with other library staff members to facilitate cross-departmental programming
- Perform basic maintenance on Idea Lab equipment
- Attend continuing education seminars and workshops that are relevant to the Idea Lab
- Keep the Idea Lab clean and safe
- Other duties as assigned

QUALIFICATIONS:

High school diploma or equivalent, as well as experience in a public library environment



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Experience using a 3D printer, laser cutter, media production software, embroidery machine, and vinyl cutter

Eagerness to work with the public and serve patrons of all ages, backgrounds, and abilities

Skill and talent for frequent public interactions and customer service, including listening, teaching, collaborating, and instructing

Knowledge of 3D modeling software

Technically and mechanically inclined

Enthusiasm and willingness to learn and make new things

Organized, with the ability to prioritize and multi-task

Reliable, with patience and professionalism

Skills with technology, art, crafts, engineering, science, and design

Ability to express ideas clearly and effectively, both verbally and in writing

Move equipment and products weighing up to 50 pounds

SALARY RANGE:

Range is \$41,517 to \$51,771, based on experience and qualifications

BENEFITS:

Health, dental, vision, and life insurance

Short- and long-term disability

Vacation leave, sick leave, personal leave, and holidays

City of Birmingham defined-contribution retirement plan

Retiree health savings plan

APPLICATION:

Cover letter, resume, and [City of Birmingham employment application](#) due Wednesday, September 4, 2024 at 5:00 p.m.

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.