

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:

LIBRARY PAGE

HOURS:

8-12 hours per week, including evenings and weekends

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
- Proficient in spelling
- Precise attention to detail
- Ability to lift and move cartons of books received in delivery
- Ability to lift, bend, or stoop in order to sort or shelve materials
- Ability to move carts of books or other material to various parts of the Library, indoors and outdoors

RESPONSIBILITIES:

Reports to the Page Supervisor in the Access Services Department. The Page will be required to perform the following types of duties:

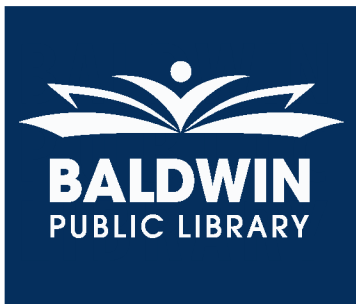
- Sorting and shelving materials
- Transporting and emptying large bins inside and outside the library
- Verifying materials are shelved in their correct locations
- Directing patrons to staff for assistance
- Assisting supervisors with special projects
- Delivering requested items to patrons waiting outside the Library
- Check in of returned materials at a designated terminal
- Other duties as assigned

PAY RATE:

\$12.50 per hour, plus earned sick time leave of one hour per 30 hours worked.

APPLICATION:

Accepted until Thursday, March 20, 2025.
Please submit [City of Birmingham Employment Application](#)



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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.