

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 I – PART-TIME

This position plays an essential role in ensuring that the Baldwin Library's Idea Lab (makerspace) runs smoothly and trouble-free. Duties include assisting patrons as needed and general caretaking of the Lab.

HOURS:

12 to 20 hours per week—including Saturdays plus Sundays and/or one weekday shift

RESPONSIBILITIES:

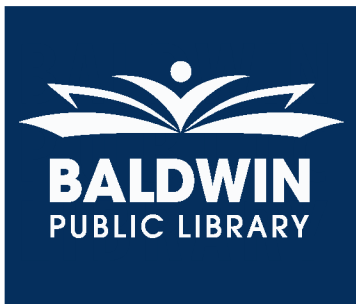
Reports to Idea Lab Supervisor. The Technology Assistant I will be required to fulfill the following duties, which include but are not limited to:

- 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
- Keep the Idea Lab clean and safe
- Other duties as assigned

QUALIFICATIONS:

The following are desired qualifications for this position:

- High school diploma or equivalent, as well as experience in a public library environment
- Experience using a 3D printer, laser cutter, media production software, embroidery machine, and/or vinyl cutter
- Eagerness to work with the public and serve patrons of all ages, backgrounds, and abilities



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- Skill and talent for frequent public interactions and customer service, including listening, teaching, collaborating, and instructing
- 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/or design
- Ability to express ideas clearly and effectively, both verbally and in writing
- Ability to move equipment and products weighing up to 50 pounds

PAY RANGE: Range is \$16.81 to \$21.84, based on experience and qualifications, plus earned sick time leave of 1 hour per 30 hours worked.

APPLICATION: Cover letter, resume, and [City of Birmingham employment application](#) due Thursday, March 20, 2025 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.