

OUALIFICATIONS:

RESPONSIBILITIES:

SERVING THE COMMUNITIES OF

Birmingham, Beverly Hills, Bingham Farms Bloomfield Hills

LIBRARY BOARD OF DIRECTORS

Wendy Friedman, Melissa Mark, Frank Pisano, Karen Rock, Danielle Rumple, 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: OPERATIONS ASSISTANT – Maintenance Department

HOURS: 28 hours per week; primarily weekday afternoons, evening, and weekend hours.

weekend nour

 Candidates should be dependable, work well with others, and adjust to learning and implementing new tasks

• 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

 Ability to move carts of books or other material to various parts of the Library, indoors and outdoors

Ability to move up to 25 pounds on a regular basis and 50 pounds as needed

Ability to reach for items both overhead and below waist

Ability to move furniture and shovel snow

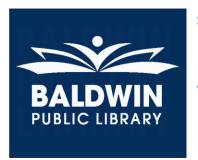
Knowledge of basic hand tools

Must pass a background check

Reports to the Associate Director. The Operations Assistant will be required to perform the following types of duties:

- Meeting room setups includes moving tables, podiums, chairs and/or room divider, and providing coffee service
- Vacuuming, dusting, mopping, and disinfecting surfaces
- Changing light bulbs
- Moving boxes of used media to and from the lower level
- Snow removal by shovel and snowblower
- Use of leaf blower to clean outdoor areas
- Local deliveries of library materials and pickup of supplies
- Transporting and emptying large bins inside and outside the library
- Directing patrons to staff for assistance
- Assisting supervisor with special projects
- Other duties as assigned





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PAY RATE: \$15.00 to 20.56 per hour, plus earned sick time leave of one hour per 30

hours worked.

APPLICATION: Accepted until position is filled

Please submit City of Birmingham Employment Application

PROCEDURE: To: Baldwin Public Library

Attn: Robert Stratton

300 West Merrill, Birmingham, MI 48009 Electronically to: hr@baldwinlib.org