

**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:**OPERATIONS ASSISTANT – Maintenance Department****HOURS:**

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

QUALIFICATIONS:

- 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

RESPONSIBILITIES:

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

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.