

Baldwin Public Library - Position Posting

The Baldwin Public Library is the public library of Birmingham, Michigan, several miles north of Detroit. The Baldwin Public Library also provides services to the neighboring communities of Beverly Hills, Bingham Farms, and the City of Bloomfield Hills.

As the result of a retirement, the Library is looking for an energetic and resourceful **Head of Adult Services**.

POSITION: **Head of Adult Services**

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

QUALIFICATIONS: Master's Degree in Library Science from an ALA-accredited institution
Must have, or qualify for, state certification from the Library of Michigan
At least two years of experience in a public library environment working with adults and teens
Supervisory experience preferred
Have experience with budgeting, programming, collection development, reference work, electronic resources, and emerging technologies
Be able to adapt; work quickly and accurately; communicate effectively, both verbally and in writing; and work well with others
Be innovative, enthusiastic, and organized
Possess a broad knowledge of adult and teen trends inside and outside of libraries

RESPONSIBILITIES: Reports to the Library Associate Director. The Head of Adult Services will be required to perform the following types of duties:

- Assist the Administration in library operations
- Work cooperatively with the Management Team to provide effective library services that support the Library's strategic plan and goals
- Supervise and oversee all aspects of the Adult Services Department, including providing quality control of services, programs, and collections; coordinating with other departments; and ensuring a safe and productive work environment for staff and patrons
- Perform scheduling, training, supervising, and assigning of duties for the Adult Services staff
- Manage departmental budget and statistics
- Assist staff with developing programs and services that address patrons needs, and help plan the quarterly newsletter
- Perform Adult Services tasks such as working the service desk; planning and implanting programs; performing collection development; enforcing the Code of Conduct; and working with electronic resources
- Expand outreach including developing and maintaining strong relationships with community organizations, local businesses, and other groups
- Other duties as assigned

TECHNOLOGY: Excellent computer skills in both standard computer packages (Microsoft Word, Excel, etc...) and in library specific programs, such as advanced internet searches, databases, and electronic resources
Knowledge of emerging technologies

SALARY RANGE: Salary based on experience and qualifications. Range begins at \$47,727/year

BENEFITS: Health; dental and vision insurance; and short-term and long-term disability
Vacation leave, sick leave, personal leave, and holidays
City of Birmingham defined contribution retirement plan

APPLICATION: Cover letter, resume, and application due by Friday, November 7, 2014

PROCEDURE: To: Baldwin Public Library
Attn: Paul Gillin
300 W. Merrill St.
Birmingham, MI 48009
Electronically to: paul.gillin@baldwinlib.org

The application is available on the library's employment website:
<http://www.baldwinlib.org/employment/>