

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.

POSITION: **Adult Services Librarian – Part-Time (multiple openings)**

HOURS: Up to 28 hours per week—including days, nights, and weekends

QUALIFICATIONS: Master's Degree in Library Science from an ALA-accredited institution, as well as experience in a public library environment. Candidates should be innovative and enthusiastic; possess a broad knowledge of interests; be able to communicate effectively; know how to adapt to a fast-paced work environment; enjoy collaboration; and be able to serve an educated public cheerfully.

RESPONSIBILITIES: Reports to the Head of Adult Services. The Adult Services Librarian will be required to fulfill the following types of duties:

- Provide comprehensive reference and readers' advisory service to individuals and groups, both inside and outside the Library
- Carry out collection development and maintenance
- Plan and implement library-oriented programming, including computer training classes and book clubs
- Assist with many forms of electronic resources on multiple device types
- Provide technology instruction to patrons, including Internet navigation; use of Microsoft Office programs (Word, Excel, etc.); e-reader and tablet use; and the use of electronic resources, including databases, e-books, e-audiobooks, downloadable music, downloadable magazines, streaming media, and online courses.

TECHNOLOGY: Excellent computer skills are required, including:

- Knowledge of subscription databases and common software packages
- High-level Internet searching skills
- Ability to teach people how to use e-books and other electronic resources
- Acquaintance with emerging technologies

SALARY RANGE: Range begins at \$18.51/hour

BENEFITS: Pro-rated vacation leave, sick leave, and holidays
City of Birmingham defined contribution retirement plan

APPLICATION: Cover letter, resume, and application due by Friday, February 27, 2015

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

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