

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:** **Substitute Librarian – Youth Services (multiple openings)**
- HOURS:** As needed—including days, nights, and weekends
- QUALIFICATIONS:** Master's Degree in Library Science from an ALA accredited institution. Candidates should be enthusiastic and energetic with a desire to provide excellent service to patrons of all ages. Candidates should be flexible, approachable, and comfortable with a broad range of technologies. Candidates should have an understanding of age appropriate practices for children birth through age 12 and knowledge of children's and young adult literature. Experience working with children is preferred.
- RESPONSIBILITIES:** Reports to the Head of Youth Services. The Substitute Librarian will be required to perform the following types of duties:
- Provide readers' advisory and reference services to patrons of all ages using various collections and materials, and in multiple formats.
 - Provide technology instruction to patrons, including Internet navigation; use of Microsoft Office programs (Word, Excel, etc.); e-reader and tablet use; and use of electronic resources, including databases, e-books, and e-audiobooks.
 - Assist youth librarians with various youth programming and story times.
 - Other duties as assigned.
- 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, downloadable audio books, and other electronic resources
 - Acquaintance with emerging technologies
- PAY RATE:** \$17.22 per hour
- APPLICATION:** Cover letter, resume, and application are due by Friday, February 27, 2015
- 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/>