

Baldwin Public Library - Position Posting

The Baldwin Public Library is the public library of Birmingham, Beverly Hills, Bingham Farms, and Bloomfield Hills. It is a Class V library with a service population of 35,000 people and an annual operating budget of \$3,100,000. Its circulation is 600,000 items per year, its gate count is 290,000, and its program attendance is 27,000.

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 friendly, 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.
RESPONSIBILITIES:	<p>Reports to the Head of Youth Services. The Substitute Librarian will be required to perform the following types of duties:</p> <ul style="list-style-type: none">• Provide readers' advisory and reference services to patrons 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:	<p>Excellent computer skills are required, including:</p> <ul style="list-style-type: none">• 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:	\$17.65 per hour
APPLICATION:	Cover letter, resume, three references, and application are due by January 25, 2016
PROCEDURE:	<p>Mail to: Baldwin Public Library Attn: Paul Gillin 300 W. Merrill St. Birmingham, MI 48009 Electronically to: paul.gillin@baldwinlib.org</p> <p>The application is available on the library's employment website: http://www.baldwinlib.org/get-involved/employment</p>