

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:** 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 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:** \$18.00 per hour
- APPLICATION:** Cover letter, resume, three references, and application are due by November 25, 2016
- PROCEDURE:** Mail 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/get-involved/employment>