

## 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:** **Adult Services Librarian – Part-Time**

**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:

- Provides comprehensive reference and readers' advisory service to individuals and groups, both inside and outside the Library.
- Carries out collection development and maintenance for assigned areas.
- Plans and implements library-oriented programming, including computer training classes and book clubs.
- Assists with many forms of electronic resources on multiple device types.
- Provides 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.
- Leads the Library's Home Delivery service to patrons who are physically unable to visit the Library.
- Maintains current job knowledge through a variety of professional development resources, some of which are self-directed.

**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 Wednesday, November 30, 2016

PROCEDURE:

Mail to: Baldwin Public Library

Attn: Paul Gillin

300 West Merrill

Birmingham, MI 48009

Electronically to: [paul.gillin@baldwinlib.org](mailto:paul.gillin@baldwinlib.org)

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