

## 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 – Adult 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 Adult 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.
  - 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, and application are due by Wednesday, June 21, 2017.
- PROCEDURE:** To: Baldwin Public Library  
Attn: Paul Gillin  
300 W. Merrill St.  
Birmingham, MI 48009  
Electronically to: [paul.gillin@baldwinlib.org](mailto:paul.gillin@baldwinlib.org)
- The application is available on the library’s employment website:  
<http://www.baldwinlib.org/employment/>