



Baldwin Public Library

Employment Opportunity Available

- POSITION:** Library Page (multiple positions) – start date September 5, 2017
- HOURS:** 8 to 12 hours per week (Including days, evenings, and weekends)
- RESPONSIBILITIES:** Duties may include:
- Sorting and shelving materials.
 - Transporting and emptying large bins inside and outside the library.
 - Verifying materials are shelved in their correct locations.
 - Directing patrons to staff for assistance.
 - Assisting supervisor with special projects.
 - Computer data entry and typing.
 - Other duties as assigned.
- REQUIREMENTS:**
- Flexibility to work day, evening, and weekend shifts regularly. Must be available during the day throughout the year.
 - Ability to push or pull carts of books or other materials.
 - Ability to lift, bend, or stoop in order to sort or shelve materials.
 - Capability of working with the public in a positive and professional manner.
 - Ability to become familiar with organization of materials throughout building.
 - Ability to type and enter computer data.
- WAGE:** \$8.90 per hour
- APPLICATION:** Completed application due by July 28, 2017.
Application is available at www.baldwinlib.org/employment.
- PROCEDURE:** To: Human Resources Department
Attn: Paul Gillin
Baldwin Public Library
300 West Merrill Street
Birmingham, MI 48009
Fax: 248-647-6393
Email: paul.gillin@baldwinlib.org

The Baldwin Public Library is an equal opportunity employer.