



Baldwin Public Library

Employment Opportunity Available

- POSITION:** Circulation I Assistant
- HOURS:** 12 to 20 hours per week (Including days, evenings, and weekends)
- RESPONSIBILITIES:** Providing customer service at the Circulation Desk, including:
- Checking materials in and out
 - Registering new library patrons and maintaining patron records
 - Answering patron questions and telephone calls
 - Collecting fines and fees
 - Directing patrons to other staff for assistance
- Additional duties may include:
- Sorting and shelving materials
 - Computer data entry and typing
 - Other duties as assigned
- REQUIREMENTS:**
- Flexibility to work day, evening, and weekend shifts regularly.
 - Ability to push or pull carts of books or other materials.
 - Ability to lift, bend, or stoop in order to sort or shelve materials.
 - Ability to work with the public in a positive and professional manner.
 - Ability to learn materials organization throughout the building.
 - Ability to type and enter computer data.
- WAGE:** \$11.11 per hour
- APPLICATION:** Completed application due by October 12, 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.