

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 488,000 items per year, its gate count is 270,000, and its program attendance is 35,000.

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:

- Provide comprehensive reference and readers' advisory service to individuals and groups, both inside and outside the Library.
- Carry out collection development and maintenance for assigned areas.
- Plan and implement library-oriented programming, including computer training classes and book clubs.
- Assist with many forms of electronic resources on multiple device types.
- Provide 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.
- Maintain 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 Friday, November 3, 2017

PROCEDURE: Mail to: Baldwin Public Library

Attn: Paul Gillin
300 West Merrill
Birmingham, MI 48009
Electronically to: paul.gillin@baldwinlib.org

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