

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 and an annual operating budget of \$3,500,000. Its annual circulation is 488,000 items, its gate count is 270,000, and its program attendance is 35,000. The Library's collection consists of 144,000 physical items and over 500,000 electronic resources. The annual acquisitions budget is \$560,000.

POSITION: TECHNICAL SERVICES COORDINATOR– FULL-TIME

Oversees the Library's Technical Services Department and supervises the Department's other staff, which currently consists of one full-time employee and three part-time employees. Oversees the acquisition, cataloging, and processing of 18,000 physical items per year; integrates electronic resources into the Library's database; and administers the Library's integrated library system

HOURS: 40 hours per week—primarily daytime hours Monday through Friday, but some evening and weekend work might be required

RESPONSIBILITIES: Reports to the Library Director, but must cooperate closely with the Library's other Coordinators and Department Heads. The Technical Services Coordinator needs to fulfill the following duties:

- Ensure that materials become available to the public in a timely manner, that they are cataloged in a way that enhances their accessibility, and (in the case of physical materials) that they are processed attractively
- Administer the Library's integrated library system (ILS), which is currently Sirsi
- In fiscal year 2017-18, assist in issuing an RFP for ILS services, evaluating the responses, and selecting a vendor. Then, potentially, manage the transition to a new vendor
- Coordinate the Library's ILS with MeLCat
- Perform copy and original cataloging
- Do necessary authority work
- Keep the Library's bibliographic database accurate and up-to-date
- Serve as the primary contact for material vendors
- Maintain excellent financial records
- Represent the Department at management meetings
- Establish and document Department goals, priorities, and procedures
- Hire, train, supervise, and evaluate staff
- Train and supervise volunteers
- Other duties as assigned

QUALIFICATIONS: 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 both public and staff cheerfully. Requirements:

- Master's Degree in Library/Information Science from an ALA-accredited institution
- Knowledge of RDA, AACR2, MARC, Library of Congress subject headings, and Dewey Decimal Classification
- Knowledge of integrated library systems
- Knowledge of standard software packages
- Experience in a public library environment preferred
- Experience in a technical services department preferred
- Open to the challenge of making content in many forms easily available to patrons
- Willingness to accept and apply new technology
- Enthusiasm and willingness to learn
- Ability to prioritize and multi-task
- Reliability and patience
- Ability to express thoughts clearly and effectively both verbally and in writing
- Physically capable of lifting loads 50 pounds in weight

SALARY RANGE: Range begins at \$22.95/hour

BENEFITS: Health, dental and vision insurance
Short- and long-term disability
Vacation leave, sick leave, personal leave, and holidays
City of Birmingham defined-contribution retirement plan
Deferred compensation plan

APPLICATION: Cover letter, resume, and [application](#) due by Friday, November 17, 2017

PROCEDURE: Mail cover letter, resume, and fully completed application form to:

Baldwin Public Library
Attn: Paul Gillin
300 West Merrill St.
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/>