



## 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 \$3,600,000.

- POSITION:** **Circulation Assistant II (Part-time)**  
Reports to the Circulation Services Coordinator.
- HOURS:** 20-28 hours per week—including days, nights, and weekends
- RESPONSIBILITIES:** Provides customer service at the Circulation Desk, including:
- Checking materials in and out
  - Processing returned materials to prepare them for shelving
  - Registering new library patrons and maintaining patron records
  - Collecting fines and fees
  - Referring patrons to other staff for assistance
  - Answering circulation questions and dealing with the public, both by phone and in person.
  - Processing MeL and interlibrary loans, items on hold, mail, and home deliveries
  - Supervising frontline Circulation Desk staff
  - Other duties as assigned
- REQUIREMENTS:**
- High school diploma or equivalence
  - Flexibility to work day, evening, and weekend shifts regularly
  - Ability to work with the public in a positive and professional manner
  - Ability to push and pull carts of books or other materials
  - Ability to lift, bend, and stoop in order to sort or shelve materials
  - Ability to package materials for mail and interlibrary delivery
  - Ability to learn materials organization throughout the building
  - Ability to type and enter computer data
- DESIRED QUALIFICATIONS**
- One year of experience performing clerical duties
  - Relevant library and supervisory experience
  - Ability to communicate clearly and to act independently as needed
  - Strong customer service and problem-solving skills
- SALARY RANGE:** \$13.13 - \$16.14 per hour
- BENEFITS:** Prorated time benefits (vacation, sick leave, holidays).

APPLICATION: Application and resume due by Tuesday, April 10, 2018.

PROCEDURE: Mail application to:  
Baldwin Public Library  
Attn: Paul Gillin  
300 West Merrill  
Birmingham, MI 48009

Or send 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/>