

## 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:** **Substitute Librarian – Adult Services (multiple openings)**
- HOURS:** As needed—including days, nights, and weekends
- QUALIFICATIONS:** Master’s Degree in Library Science from an ALA-accredited institution. Candidates should be friendly, enthusiastic, and energetic with a desire to provide excellent service to patrons of all ages. Candidates should be flexible, approachable, and comfortable with a broad range of technologies.
- RESPONSIBILITIES:** Reports to the Head of Adult Services. The Substitute Librarian will be required to perform the following types of duties:
- Provide readers’ advisory and reference services to patrons using various collections and materials, and in multiple formats.
  - Provide technology instruction to patrons, including Internet navigation; use of Microsoft Office programs (Word, Excel, etc.); e-reader and tablet use; and use of electronic resources, including databases, e-books, and e-audiobooks.
  - Other duties as assigned.
- 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, downloadable audio books, and other electronic resources
  - Acquaintance with emerging technologies
- PAY RATE:** \$18.36 per hour
- APPLICATION:** Cover letter, resume, and application are due by Friday, April 20, 2018.
- PROCEDURE:** To: Baldwin Public Library  
Attn: Paul Gillin  
300 W. Merrill St.  
Birmingham, MI 48009  
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/>