



**Baldwin Public Library**  
Employment Opportunity Available

- POSITION:** Part-Time Operations Assistant
- HOURS:** Part-time, sharing hours and responsibilities with other Operations Assistants. Average of 15 hours in every two-week pay period. Evening hours on Mondays, Tuesday, and Thursdays (3:00 to 8:00 p.m. or 4:00 to 9:00 p.m.). May also include occasional hours at other times to cover vacations.
- SUMMARY:** Performs a wide variety of duties designed to monitor and facilitate library services. Handles a mix of building maintenance and landscaping.
- QUALIFICATIONS:** Candidates should be dependable, work well with others, and adjust to learning and implementing new tasks.
- RESPONSIBILITIES:** The Operations Assistant is responsible for building maintenance and landscaping tasks. This includes minor building repairs, facilities maintenance, and snow removal. Also provides support to library staff when problems arise. Assistant moves furniture and equipment, and handles meeting room setups. Assistant interacts with the public and works to ensure satisfaction with meeting room uses. Reports to the Associate Director.
- REQUIRED:** Reliable transportation and background security check. Ability to carry up to 25 pounds on a regular basis and 50 pounds as needed. Ability to carry and push carts of materials, bend, squat, stoop, stretch, climb, kneel, and reach for items both overhead and below waist, move furniture, and shovel snow.
- SALARY RANGE:** \$12.11 to \$15.14 per hour.
- APPLICATION:** Letter of application and resume due by October 3, 2018 at 5 p.m. Application available at [www.baldwinlib.org/employment](http://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](mailto:paul.gillin@baldwinlib.org)