



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:** 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 Wednesday, October 3, 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

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