



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 \$3,700,000. Its circulation is 500,000 items per year, its gate count is 250,000, and its program attendance is 35,000.

POSITION: **Library Assistant (Part-time)**

Reports to the Head of Adult Services.

HOURS: 20 hours per week – generally during weekday mornings

RESPONSIBILITIES: Provides administrative assistance to the Adult and Teen Services Department by completing the following duties:

- Process daily newspaper and magazine deliveries, including taping, labeling, RFID processing, barcoding, check-in, and shelving.
- Assist librarians with incoming phone calls, pickup holds, study room access, display creation, report creation, and withdrawals.
- Assist patrons with accessing microfilm collection and using the microfilm reader; with basic computer questions, printing, copying, and faxing; and with basic catalog searches, locating items in the Library, and placing holds.
- Collect on-shelf holds for Adult Services materials.
- Update item record data in the Library's catalog.
- Search for lost or missing items, including marking items missing in the catalog.
- Shelf reading and shifting.
- Reshelve materials.
- Collect and distribute daily mail.
- Withdraw out-of-date periodicals.
- Refill paper in printers and copy machines; refill scrap paper and pencil holders in public locations; and maintain general tidiness of all public areas.
- Maintain supply of forms and materials at Adult Services reference desk and in the Adult Services office.
- Perform other related duties as required.

REQUIREMENTS:

- High school diploma.
- Eagerness to work with the public and serve customers of all ages, backgrounds, and abilities.
- Excellent verbal and written communication, analytical, and organizational skills.
- Ability to adapt in a fast-paced work environment.
- Knowledge of English language, spelling and mathematics.

- Knowledge of Microsoft Office programs, especially Word and Excel.
- Flexible, independent, team-oriented.
- 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 type and enter computer data

DESIRED
QUALIFICATIONS

- One year of experience performing clerical duties
- Experience in a public library environment
- Ability to communicate clearly and to act independently as needed
- Strong customer service and problem-solving skills

SALARY RANGE: \$11.35 per hour

APPLICATION: Application and resume due by Friday, October 19, 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/>