



## **Baldwin Public Library**

### Employment Opportunity Available

- POSITION:** Circulation I Assistant
- HOURS:** 12 to 20 hours per week (Including days, evenings, and weekends)
- RESPONSIBILITIES:** Providing customer service at the Circulation Desk, including:
- Checking materials in and out
  - Registering new library patrons and maintaining patron records
  - Answering patron questions and telephone calls
  - Collecting fines and fees
  - Directing patrons to other staff for assistance
- Additional duties may include:
- Sorting and shelving materials
  - Computer data entry and typing
  - Other duties as assigned
- REQUIREMENTS:**
- Flexibility to work day, evening, and weekend shifts regularly.
  - Ability to push or pull carts of books or other materials.
  - Ability to lift, bend, or stoop in order to sort or shelve materials.
  - Ability to work with the public in a positive and professional manner.
  - Ability to learn materials organization throughout the building.
  - Ability to type and enter computer data.
- WAGE:** \$11.11 per hour
- APPLICATION:** Completed application due by Friday November 9, 2018.  
Application is 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)

**The Baldwin Public Library is an equal opportunity employer.**