

## 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:** **Substitute Librarian – Youth Services (multiple openings)**
- HOURS:** As needed—including days, nights, and weekends
- QUALIFICATIONS:** Master’s Degree in Library Science from an ALA-accredited institution.
- Innovative and enthusiastic with a broad knowledge of current trends in libraries and education for babies and children through age 12.
  - Ability to effectively communicate and collaborate with patrons and coworkers.
  - Ability to adapt to a fast-paced work environment and multitask efficiently.
  - Understand developmentally appropriate practices and literature for children birth through age 12.
  - Demonstrated ability to work successfully with children and their caregivers.
  - Ability to deliver consistently friendly, attentive, welcoming, high quality customer service.
- RESPONSIBILITIES:** Reports to the Head of Youth 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.
  - Prepare topical bibliographies for youth and keep them current.
  - 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, downloadable music, downloadable magazines, and streaming media.
  - 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:** \$18.73 per hour

APPLICATION:

Cover letter, resume, and application are due by Wednesday, April 3, 2019.

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/>