Baldwin Public Library – JOB 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 35,350 people. In addition to an annual operating budget of $4 million, it has a $2.3 million trust. The Baldwin Library prides itself on providing excellent customer service, a wide range of collections, extensive and varied programs, and a diverse, welcoming, and inclusive environment for patrons and staff.

POSITION:

TECHNOLOGY ASSISTANT I – PART-TIME
This position plays an essential role in ensuring that the Baldwin Library's Idea Lab (makerspace) runs smoothly and trouble-free. Duties include providing general caretaking of the Lab and assisting patrons as needed.

HOURS:

20 to 28 hours per week—including days, nights, and weekends

QUALIFICATIONS:

Experience using a 3D printer or laser engraver

Knowledge of 3D modeling software

Technically and mechanically inclined

Eagerness to work with the public and serve patrons of all ages, backgrounds, and abilities

Enthusiasm and willingness to learn and make new things

Physically capable of lifting loads up to 50 pounds in weight

Organized, with the ability to prioritize and multi-task

Reliable, with patience and professionalism

Skills with technology, art, crafts, engineering, science, and design

Ability to express ideas clearly and effectively, both verbally and in writing

RESPONSIBILITIES:

Reports to Idea Lab Supervisor. The Technology Assistant I will be required to fulfill the following duties, which include but are not limited to:

- Assists patrons in using tools, equipment, and software in the Idea Lab
- Sets up and operates machines and provides basic maintenance on equipment
- Offers specific guidance and workshops in areas of expertise
- Operates the hardware and software associated with the Lab
- Keeps the Lab clean and safe
- Other duties as assigned

PAY RANGE: $14.00 - $17.00 per hour, depending on qualifications
Pay is based on experience and qualifications.

APPLICATION: Cover letter, resume, and City of Birmingham employment application due Thursday, July 22, 2021 at 5:00 p.m.

PROCEDURE: Mail to: Baldwin Public Library
Attn: Robert Stratton
300 West Merrill, Birmingham, MI 48009
Electronically to: robert.stratton@baldwinlib.org

If you need accommodations (for a disability, religious beliefs, or other reasons), we are happy to work with you, both during our interview process and after you are hired. Please contact robert.stratton@baldwinlib.org to request accommodations.