

SERVING THE COMMUNITIES OF

Birmingham, Beverly Hills, Bingham Farms
Bloomfield Hills

LIBRARY BOARD OF DIRECTORS

Melissa Mark, Frank Pisano, Karen Rock
Danielle Rumble, Jim Suhay, Jennifer Wheeler

LIBRARY DIRECTOR

Rebekah Craft

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 35,350 people. 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:** Youth Services Librarian (Part-time)
- HOURS:** 28 hours per week—including days, nights, and weekends
- QUALIFICATIONS:** Master's Degree in Library Science from an ALA-accredited institution; or within one semester of completion of degree.
- Innovative and enthusiastic with a broad knowledge of current trends in libraries, public library services, emerging technologies, and education for babies and children through age 12
- Understand developmentally appropriate practices and literature for children birth through age 12.
- Ability to communicate, both orally and in writing, effectively, patiently, and courteously with supervisor, Library staff, and the public.
- Flexible, independent, team-oriented.
- RESPONSIBILITIES:** Reports to the Head of Youth Services. The Youth Services Librarian will be required to fulfill the following types of duties:
- Deliver outstanding service that is innovative, equitable, inclusive, and customer-directed.
 - Provide comprehensive reference and readers' advisory to patrons of all ages.
 - Plan and implement a high level of developmentally appropriate and innovative programs for children from birth through sixth grade including story times, book clubs, maker and STEM programs, and special family programs.
 - Plan and implement outreach programs for local elementary schools, preschools, and early childcare centers, both inside and outside the Library.

- Carry out collection development and maintenance for assigned areas.
- Prepare topical bibliographies for youth and keep them current.
- Assist patrons with many forms of electronic resources on multiple device types.
- 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.
- Maintain current job knowledge through a variety of professional development resources.
- Other duties as assigned

SALARY RANGE: Range begins at \$21.50/hour

BENEFITS: Prorated vacation leave, sick leave, and holidays
City of Birmingham defined-contribution retirement plan

APPLICATION: Cover letter, resume, list of at least three references, and [City of Birmingham employment application](#) due by Wednesday, January 12, 2022 at 5 p.m.

PROCEDURE: 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.

Per OSHA and CDC COVID-19 guidance, all personnel should be fully vaccinated against COVID-19. The City of Birmingham is mandating vaccination against COVID-19 for all employees. Personnel must have a vaccine card on file with the City of Birmingham. Face masks are required while working in City buildings, unless someone is medically unable to tolerate a mask.