

**SERVING THE COMMUNITIES OF**

Birmingham, Beverly Hills, Bingham Farms  
Bloomfield Hills

**LIBRARY BOARD OF DIRECTORS**

Melissa Mark, Frank Pisano, Karen Rock  
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**LIBRARY DIRECTOR**

Rebekah Craft

## Baldwin Public Library – Job Posting

The Baldwin Public Library is the public library of Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills. It is a Class V library with a service population of 37,981 people. The Baldwin Public Library values providing excellent customer service, a wide range of collections, extensive and varied programs, and a diverse, welcoming, and inclusive environment for visitors and staff.

**POSITION:****YOUTH SERVICES LIBRARIAN – FULL-TIME**

The person selected for this position will report to the Head of Youth Services.

**HOURS:**

40 hours per week—including days, nights, or weekends

**QUALIFICATIONS:**

Candidates will be evaluated on the full range of their professional and personal background, experience, and direct and transferable skills. Preferred requirements:

- 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.
- Excellent organizational skills; able to envision process, organize projects, set priorities, use time effectively, work independently, and meet deadlines.
- Ability to communicate, both orally and in writing, effectively, patiently, and courteously with supervisor, Library staff, and the public.
- Have experience with budgeting, programming, collection development, reference work, electronic resources, and emerging technologies.
- Flexible, independent, team-oriented.

**RESPONSIBILITIES:**

Reports to the Head of Youth Services. The Youth Services Librarian will be required to fulfill the following duties, which include but are not limited to:

- Deliver outstanding service that is innovative, equitable, inclusive, and customer-directed.

- Provide comprehensive reference and readers' advisory to patrons of all ages, both inside and outside the Library.
- 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, which could include print, periodical, audiovisual, or digital items.
- 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.
- Update departmental web pages and contribute to the quarterly Learn.Connect.Discover newsletter and social media accounts.
- Maintain current job knowledge through a variety of professional development resources, some of which are self-directed.
- Other duties as assigned.

**SALARY RANGE:** Range is \$47,133 to \$59,987 (\$22.66 to \$28.84 per hour). Salary is based on experience and qualifications.

**BENEFITS:** Health, dental, vision, and life insurance  
 Short- and long-term disability  
 Vacation leave, sick leave, personal leave, and holidays  
 City of Birmingham defined-contribution retirement plan  
 Retiree health savings plan  
 Employee Assistance Plan  
 Opportunities to participate in professional development

**APPLICATION:** Cover letter, resume, and [City of Birmingham employment application](#) due by Sunday, August 7, 2022.

**PROCEDURE:** To: Baldwin Public Library  
 Attn: Robert Stratton  
 300 West Merrill, Birmingham, MI 48009  
 Electronically to: [hr@baldwinlib.org](mailto:hr@baldwinlib.org)

If you need accommodations, we are happy to work with you, both during our interview process and after you are hired. Please contact [hr@baldwinlib.org](mailto:hr@baldwinlib.org) to request accommodations.

The City of Birmingham is mandating vaccination against COVID-19 for all employees. Personnel must have an updated 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.