

SERVING THE COMMUNITIES OF

Birmingham, Beverly Hills, Bingham Farms
Bloomfield Hills

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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.

Read more about BPL's COVID-19 response and phased reopening plan at <https://www.baldwinlib.org/reopening/>.

POSITION: **Substitute Librarian - Youth Services**

HOURS: As needed—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.

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

Broad knowledge of public library services, including current trends and emerging technologies.

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 Coordinator of Substitutes for the Youth Department. The Substitute Librarian will be required to perform the following types of duties:*

- Deliver outstanding service that is innovative, equitable, inclusive, and customer-directed.
- Provide comprehensive reference and readers' advisory service to individuals.
- Assist 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 the use of electronic resources, including databases, e-books, e-audiobooks, downloadable music, downloadable magazines, streaming media, and online courses
- Other duties as assigned.

SALARY RANGE: \$21.06 per hour

APPLICATION: Accepted until Monday, October 31 at 5 p.m.
Please submit a cover letter, resume, and application found at <http://www.baldwinlib.org/employment/>

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.