

## 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.

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

POSITION:	<b>Substitute Librarian - Adult Services</b>
HOURS:	As needed—including days, nights, and weekends
QUALIFICATIONS:	<p>Master's Degree in Library Science from an ALA-accredited institution; or within one semester of completion of degree.</p> <p>Eagerness to work with the public and serve patrons of all ages, backgrounds, and abilities.</p> <p>Broad knowledge of public library services, including current trends and emerging technologies.</p> <p>Ability to communicate, both orally and in writing, effectively, patiently, and courteously with supervisor, Library staff, and the public.</p> <p>Flexible, independent, team-oriented.</p>
RESPONSIBILITIES:	<p><i>Reports to the Coordinator of Substitutes for the Adult Department. The Substitute Librarian will be required to perform the following types of duties:</i></p> <ul style="list-style-type: none"><li>• Deliver outstanding service that is innovative, equitable, inclusive, and customer-directed.</li><li>• Provide comprehensive reference and readers' advisory service to individuals.</li><li>• Assist with many forms of electronic resources on multiple device types.</li></ul>

- 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](mailto: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](mailto: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.