Baldwin Public Library - Position 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:	**Information Technology Assistant** (Part-time)
HOURS:	Flexible schedule of up to approximately 28 hours per week, including days, nights, and weekends
RESPONSIBILITIES:	Reporting to the IT Coordinator, the IT Assistant will be required to fulfill the following types of duties:

- Helps maintain the library's phone system, integrated library system, security system, and audiovisual equipment.
- Supports IT Coordinator by maintaining all server, workstation, network and peripheral hardware.
- Maintains public time, print, and access management system.
- Responsible for installing and maintaining all computer hardware and software.
- Works with the IT Coordinator to develop annual and long-term technology budgets and replacement schedules.
- Assists and trains staff and patrons with day to day computer questions.
- Sets up computer and audiovisual equipment for meetings and programs.
- Performs related duties as required.

QUALIFICATIONS:

- Associates Degree, or equivalent knowledge, in Information Technology, Computer information Systems, or closely related field, and at least one (1) year of work experience. Equivalent combinations of education, certifications, and experience may be considered.
- Well-developed IT/MS Windows 7 / 10 PC skills, including general knowledge and experience with MS

Active Directory networks. General knowledge of networking protocols.
- Experience with user support and hardware/software support.
- Excellent problem solving and interpersonal skills.
- Experience in customer service preferred.

SALARY RANGE: Starting at $18.00 per hour, based on experience and qualifications.

APPLICATION: Cover letter, resume, and employment application due by Sunday, November 27, 2022.

PROCEDURE: To: Baldwin Public Library
Attn: Robert Stratton
300 W. Merrill
Birmingham, MI 48009
Electronically to: hr@baldwinlib.org

The application and job posting are also available on the library's employment webpage:
www.baldwinlib.org/employment

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 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.