Baldwin Public Library  
Employment Opportunity Available

**POSITION:** Mobile Circulation Assistant I

**HOURS:** 16 to 20 hours per week (Including afternoons and weekends)

**RESPONSIBILITIES:** Providing customer service at the mobile Circulation Desk, including:
- Answering phone calls and texts from patrons
- Retrieving holds for patrons
- Checking materials in and out
- Delivering requested items to patrons waiting outside the Library
- Clearing snow and salting paths from outside walks during inclement weather, if Operations Assistant is not available

Additional duties may include:
- Sorting and shelving materials
- Computer data entry and typing
- Alphabetizing items on shelves
- Other duties as assigned

**REQUIREMENTS:**
- Flexibility to work afternoons and two weekend shifts per month.
- Ability to push or pull carts of books or other materials.
- Ability to lift, bend, or stoop in order to sort or shelve materials.
- Ability to work with the public in a positive and professional manner.
- Ability to learn materials organization throughout the building.
- Ability to type and enter data on both computers and mobile devices

**WAGE:** $11.11 per hour

**APPLICATION:** Completed application due by Wednesday, August 14, 2019.
Application is available at [www.baldwinlib.org/employment](http://www.baldwinlib.org/employment).

**PROCEDURE:** To: Human Resources Department  
Attn: Paul Gillin  
Baldwin Public Library  
300 West Merrill Street  
Birmingham, MI 48009  
Fax: 248-647-6393  
Email: paul.gillin@baldwinlib.org