

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 - Adult and/or Youth Services
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 Adult and/or Youth Department Head. The Substitute Librarian will be required to perform the following types of duties:</i></p> <ul style="list-style-type: none">• 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: \$20.06 per hour

APPLICATION: Accepted on an ongoing basis until positions are filled. 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.