

## Baldwin Public Library – Job 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:****YOUTH SERVICES LIBRARIAN – FULL-TIME**

The person selected for this position will report to the Head of Youth Services.

**HOURS:**

40 hours per week—including days, nights, and weekends

**QUALIFICATIONS:**

Candidates will be evaluated on the full range of their professional and personal background, experience, and direct and transferable skills. Preferred requirements:

- Master's Degree in Library Science from an ALA-accredited institution; or within one semester of completion of degree.
- Innovative and enthusiastic with a broad knowledge of current trends in libraries, public library services, emerging technologies, and education for babies and children through age 12.
- Understand developmentally appropriate practices and literature for children birth through age 12.
- Excellent organizational skills; able to envision process, organize projects, set priorities, use time effectively, work independently, and meet deadlines.
- Ability to communicate, both orally and in writing, effectively, patiently, and courteously with supervisor, Library staff, and the public.
- Have experience with budgeting, programming, collection development, reference work, electronic resources, and emerging technologies.
- Flexible, independent, team-oriented.

**RESPONSIBILITIES:**

Reports to the Head of Youth Services. The Youth Services Librarian will be required to fulfill the following duties, which include but are not limited to:

- Deliver outstanding service that is innovative, equitable, inclusive, and customer-directed.

- Provide comprehensive reference and readers' advisory to patrons of all ages, both inside and outside the Library.
- Plan and implement a high level of developmentally appropriate and innovative programs for children from birth through sixth grade including story times, book clubs, maker and STEM programs, and special family programs.
- Plan and implement outreach programs for local elementary schools, preschools, and early childcare centers, both inside and outside the Library.
- Carry out collection development and maintenance for assigned areas, which could include print, periodical, audiovisual, or digital items.
- Prepare topical bibliographies for youth and keep them current.
- Assist patrons 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 use of electronic resources, including databases, e-books, and e-audiobooks, downloadable music, downloadable magazines, and streaming media.
- Update departmental web pages and contribute to the quarterly Learn.Connect.Discover newsletter and social media accounts.
- Maintain current job knowledge through a variety of professional development resources, some of which are self-directed.
- Other duties as assigned.

**SALARY RANGE:** Range is \$49,018 to \$62,387 (\$23.57 to \$29.99 per hour). Salary is based on experience and qualifications.

**BENEFITS:** Health, dental, vision, and life insurance  
Short- and long-term disability  
Vacation leave, sick leave, personal leave, and holidays  
City of Birmingham defined-contribution retirement plan  
Retiree health savings plan  
Employee Assistance Plan  
Opportunities to participate in professional development

**APPLICATION:** Cover letter, resume, and [City of Birmingham employment application](#) due by Wednesday, October 11, 2023.

**PROCEDURE:** To: Baldwin Public Library  
Attn: Robert Stratton  
300 West Merrill, Birmingham, MI 48009  
Electronically to: [hr@baldwinlib.org](mailto:hr@baldwinlib.org)

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](mailto:hr@baldwinlib.org) to request accommodations.