**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 35,000 people and an annual operating budget of $3,100,000. Its circulation is 600,000 items a year, its gate count is 290,000, and its program attendance is 27,000.

An equal opportunity employer, Baldwin seeks an accomplished and enthusiastic **Associate Director** who will assistthe Library to achieve its mission of “providing opportunities and resources for individuals of all ages and backgrounds to learn, connect, and discover.” The Associate Director is part of the administrative team that leads the Library by developing plans and working with the Library Board to determine the direction, goals, and policies of the organization.

The Library is especially interested in finding someone well-versed in technology who would help the Library expand its programming and services in that field while maintaining the Library’s extensive and well-regarded traditional services.

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| POSITION: | **Associate Director**Reports to the Library Director |
| HOURS: | 40 hours per week—including days, nights, and weekends |
| QUALIFICATIONS: | * Master’s Degree in Library Science from an ALA-accredited institution
* Possesses, or qualifies for, state certification from the Library of Michigan
* At least five years experience in public libraries
* At least two years management experience, including supervision of personnel
* Broad knowledge of public library services, including current trends
* Eagerness to work with the public and serve customers of all ages, backgrounds, and abilities
* Proven ability to establish and maintain effective working relationships with staff and the public
* Excellent communication, analytical, and organizational skills
* Strong knowledge of current and emerging technologies
* Flexible, independent, team-oriented
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| RESPONSIBILITIES: | * Under the supervision of the Library Director, assists in all aspects of running the Library and serves as the staff member in charge of the Library in the absence of the Director
* Directly responsible for:
	+ Oversight of public services
	+ Marketing, including the newsletter, the website and social media
	+ Building maintenance
* Has liaison relationships with the Baldwin Public Library Board of Directors, the Friends of the Baldwin Public Library Board, the City of Birmingham, and other organizations
* Helps to represent the Library and establish partnerships by interacting positively with schools as well as civic, business, and other organizations
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| SALARY RANGE: | Range is $54,892 to $76,871/year. Starting salary is based on experience and qualifications. |
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| BENEFITS: | * Health, dental and vision insurance
* Short- and long-term disability
* Vacation leave, sick leave, personal leave, and holidays
* City of Birmingham defined-contribution retirement plan
* Deferred compensation plan
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| PROJECTED START DATE: | July 1, 2015 |
| APPLICATION:OTHER:PROCEDURE | **Cover letter, resume, list of at least three references, and application form are due by 11:59 p.m. on Wednesday, May 13, 2015.** The application form is available on the library’s employment website: <http://www.baldwinlib.org/employment>. Note that the application form must be filled out completely.The successful applicant will need to take a physical, pass a background check, and verify employment eligibility by completing an I-9 form.Send application to:Baldwin Public Library Attn: Paul Gillin, Administrative Assistant  300 W. Merrill St. Birmingham, MI 48009 The application can be submitted electronically to: paul.gillin@baldwinlib.org |
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