

Baldwin Public Library - Position Posting

The Baldwin Public Library is the public library of Birmingham, Michigan, several miles north of Detroit. The Baldwin Public Library also provides services to the neighboring communities of Beverly Hills, Bingham Farms, and the City of Bloomfield Hills.

- POSITION:** Technical Services Assistant II
- HOURS:** 20 hours per week, primarily daytime and weekday hours, but occasional evening and weekend hours might be required.
- QUALIFICATIONS:**
- High school degree, further education or training preferred
 - Excellent clerical and computer skills
 - High productivity combined with respect for quality
 - Eagerness to work as part of a team in order to fulfill the goals of the Library
 - Legible handwriting
 - Proficient in spelling
 - Precise attention to detail
 - Ability to lift and move cartons of books received in delivery
 - Ability to push carts of books and other materials to and from various locations in the library building
 - Prior library experience, especially in Technical Services
- RESPONSIBILITIES**
- Reports to Technical Services Coordinator
 - Searches bibliographic utility for accurate bibliographic records and downloads them to the Library's integrated library system
 - Copy catalogs collection materials
 - Performs assigned database maintenance activities
 - Assists with physical processing of materials, when needed
 - Orders collection materials, when needed
 - Enters purchase orders and invoices into the Library's integrated library system, when needed
- SALARY RANGE:** \$12.11 - \$15.14 per hour, depending on qualifications
- APPLICATION:** Cover letter, resume and application due by Monday, July 31, 2017.
- PROCEDURE:** Mail to:
Baldwin Public Library
Attn: Paul Gillin
300 W. Merrill St.
Birmingham, MI 48009
- Or submit electronically to: paul.gillin@baldwinlib.org
- The application is available on the library's employment website:
<http://www.baldwinlib.org/employment/>