

SERVING THE COMMUNITIES OF

Birmingham, Beverly Hills, Bingham Farms
Bloomfield Hills

LIBRARY BOARD OF DIRECTORS

Ashley Aidenbaum, Melissa Mark, Frank Pisano,
Karen Rock, Jim Suhay, Jennifer Wheeler

LIBRARY DIRECTOR

Rebekah Craft

Baldwin Public Library – JOB 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. In addition to an annual operating budget of \$4 million, it has a \$2.3 million trust. 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:	TECHNICAL SERVICES ASSISTANT II – PART-TIME
HOURS:	24 hours per week, primarily daytime and weekday hours, but occasional evening and weekend hours might be required.
QUALIFICATIONS:	<p>High school diploma or equivalent; further education or training preferred</p> <p>Excellent clerical and computer skills</p> <p>High productivity combined with respect for quality</p> <p>Eagerness to work as part of a team in order to fulfill the goals of the Library</p> <p>Precise attention to detail</p> <p>Ability to lift and move cartons of books received in delivery</p> <p>Ability to push carts of books and other materials to and from various locations in the library building</p> <p>Prior library experience desired, especially in Technical Services.</p>
RESPONSIBILITIES:	<p>Reports to the Technical Services Coordinator. The Technical Services Assistant will be required to fulfill the following duties, which include but are not limited to:</p> <p>Searches bibliographic utility for accurate bibliographic records and downloads them to the Library's integrated library system</p> <p>Copy catalogs collection materials</p>

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

PAY RANGE: Starting at \$15 per hour, depending on qualifications
Pay is based on experience and qualifications.

APPLICATION: Cover letter, resume, and [City of Birmingham employment application](#) due Thursday, June 10, 2021 at 5:00 p.m.

PROCEDURE: Mail 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.