

## **Position Opening**

**Title:** Bookmobile Driver

**Date Posted:** April 19, 2021

Rodman Public Library is seeking applicants for the position of Bookmobile Driver. This is a part-time position for 20 hours per week with a starting pay of \$12.00 per hour. The Bookmobile Driver drives the Bookmobile and provides public service on the Bookmobile. The successful candidate must have the ability to work a flexible schedule, including evenings and weekends.

### **Qualifications:**

- High school diploma or GED
- Ability to work a flexible schedule, including evenings and weekends
- Must possess valid Ohio driver's license with a clean driving record (no moving violations within the last five years); CDL preferred

### **Job Responsibilities:**

- Drives the Bookmobile to stops and other functions, including community events and parades, as well as maintenance trips
- Provides efficient and effective service to patrons, assisting patrons and addressing concerns in a professional, courteous manner
- Performs related clerical duties both on the Bookmobile and in the office
- Performs daily pre-trip vehicle maintenance check
- Exceptional customer service and communication skills, a sincere desire to provide excellent service to all library patrons, a willingness to be solution-driven in order to provide patrons access to library services and resources, and the ability to multi-task and prioritize work effectively are essential to this position
- Other duties may be assigned as needed

Applications are available at Rodman Public Library, 215 E. Broadway St., Rodman Branch Library at 1808 W. State St. (in the Buckeye Marketplace Plaza next to Giant Eagle), or online at [rodmanlibrary.com/employment](http://rodmanlibrary.com/employment). Please return completed applications to either library location, or email your completed application to [etaggart@rodmanlibrary.com](mailto:etaggart@rodmanlibrary.com) with the subject "Bookmobile Driver." The deadline for application is Wednesday, May 5<sup>th</sup>. No phone calls please.

## **Bookmobile Driver**

**Job Summary:** The Bookmobile Driver drives the Bookmobile and provides public service on the Bookmobile, efficiently and effectively assisting patrons and addressing concerns in a professional, courteous manner, and also performs clerical duties, both on the Bookmobile and in the office.

**Reports to:** Bookmobile Manager

### **Responsibilities and Duties:**

- Drives the Bookmobile to stops and other functions, including community events and parades, as well as maintenance trips
- Performs daily pre-trip vehicle maintenance check
- Provides circulation service on the Bookmobile and by telephone in the office
- Personally greets patrons and answers phone calls in a friendly and professional manner
- Revises, sorts, cleans, and shelves returned library materials
- Provides directional and basic informational services
- Assists patrons in locating materials, placing holds on items as needed
- Explains the use of the library, library materials, and library equipment to patrons
- Responds to patron concerns through resolution or referral as appropriate
- Maintains up-to-date knowledge and skills related to circulation services through professional reading and monitoring appropriate listservs, attendance at continuing education workshops and conferences, staff meetings, and staff development activities
- Helps in other circulation areas and library departments as needed

### **Qualifications:**

- High school diploma or GED
- Ability to work a flexible schedule, including evenings and weekends
- Must possess valid Ohio driver's license and meet driving standards set by the Library's insurance carrier; CDL preferred

### **Knowledge, Skills, and Abilities:**

- Exceptional customer service and communication skills
- Sincere desire to provide excellent service to all library patrons and a willingness to be solution-driven in order to provide access to library services and resources
- Ability to operate all of the controls of the Bookmobile
- Basic mechanical understanding and knowledge
- Ability to carry out assigned route safely and in a timely manner
- Sufficient computer and keyboarding skills in order to use the library's online catalog, email, the internet, and online databases
- Proficient in planning and prioritizing work, with excellent multi-tasking skills
- Demonstrates poise and maintains composure in all situations

- Complete understanding of circulation procedures, as well as library policies and procedures
- Ability to maintain effective working relationships with staff and supervisors
- Self-motivated to see and do the work that needs done with little or no supervision
- Knowledge of the Dewey Decimal System and ability to alphabetize with great accuracy
- Strong attention to detail, even when performing tedious and repetitive tasks
- Ability to maintain flexibility, including the willingness and ability to learn new technology, techniques and methods
- Ability to work in a close environment for a prolonged period of time
- Ability to lift 30 pounds without assistance and move an 80 pound plank with assistance
- Must have physical stamina to be on one's feet the majority of the work day, climbing and descending steps, bending and lifting when loading and unloading the Bookmobile or assisting with Home Delivery
- Ability to provide own transportation in fulfillment of job duties

**Note:** The preceding statements describe the nature and level of assignments normally given job incumbents. They are not an exhaustive list of duties. Additional duties may be assigned. The position is non-exempt under the Fair Labor Standards rules.

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