Clark County Public Library Employment Opportunity

Job Title: ***Bookmobile/Outreach Services Driver*** | Grade 8 | Full-time – 40 hrs. wk.| FLSA status – Non-Exempt

Location: Clark County Public Library, 201 S. Fountain Ave., Springfield, Ohio

Under the general supervision of the *Head of Circulation and Outreach Services Manager,* the *Bookmobile/Outreach Services Driver* assists on the library vehicles, including a large bookmobile, used for outreach services to the community and provides quality customer service to patrons of all ages doing Outreach and in the Circulation Department. .

APPLICATION PACKET: (all items are required): **Incomplete/illegible Applicant Packets may be disqualified**

1. **Completed CCPL *Employment Application* –** Available at library locations or two formats available online at: ***CCPL Employment Application***. **2. Cover Letter 3. Résumé 4. Three (3) professional references**

***SUBMIT*: by mail or in a sealed envelope to any CCPL location, addressed to:**

William Martino, Director's Office, Clark County Public Library, PO Box 1080, Springfield OH, 45501-1080

***OPEN UNTIL FILLED* – Review of complete, accurate submissions begins immediately upon receipt.**

MINIMUM EDUCATION & EXPERIENCE REQUIRED:

- High School Diploma or equivalent
- Relevant large vehicle driving experience; prefer CDL experience
- General automotive mechanical experience

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Valid Ohio Driver's License and insurability on the library's vehicle insurance policy
- Proof of automobile insurance (personal vehicle)
- Working knowledge of digital devices, Microsoft Windows, Internet, email, and related products
- Dependable and work a flexible schedule as needed
- Effective organizational, written and verbal communication skills
- Perform with high degree of accuracy and attention to detail
- Schedule may occasionally include special events on an evening or Saturday
- Customer service and basic cash-handling experience desired; Library experience a plus
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process. View the ***Position Description*** for detailed physical requirements

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES: ***(Click to see Position Description for more detail)***

- Perform general vehicle maintenance as scheduled
- Adhere to the published route schedule
- Provide prompt, accurate assistance for patrons in utilizing library resources and services
  - Access patron accounts, place and fill reserves, check-in and discharge items on library software
- Occasionally required to drive under adverse weather conditions
- Assist at Circulation desk and Patron Services desk at Main Library as assigned
- Assist with maintaining department's collection and orderliness of shelves, furniture, and displays
- Interact appropriately with patrons and staff and adhere to library guidelines and procedures
- Treat others with respect and consideration regardless of cultural background, status, lifestyle choices, or position

SALARY AND BENEFITS: $12.06 per hour. Ohio Public Employees Retirement System membership; two (2) wks. vacation, holidays, and sick leave, in accordance with CCPL Personnel Manual guidelines; Ohio Deferred Compensation (457) Plan membership available. Direct Deposit required, pursuant to O.R.C. 125.151(B)