

Job Announcement

Position: **Bookmobile Driver/Clerk Hourly**

Department: Outreach & Bookmobile Services

Hourly Rate: \$14.01 hourly

Job Summary: To provide safe, efficient and courteous transportation and delivery of library materials and personnel to a variety of bookmobile stops. Responsible for circulation of library materials while on the bookmobile.

Responsibilities:

- Perform routine vehicle safety checks and safely drive the bookmobile
- Handles circulation of library materials including checkout and check-in, renewal and issuing library cards
- Maintains all bookmobile materials including loading and unloading, shelving, shifting and maintaining general order
- Communicates effectively with patrons of all ages and ethnic backgrounds
- Other miscellaneous duties as required

Required Qualifications:

- High school diploma
- Must hold or obtain a current Michigan Chauffeur driver's license with a good driving record; willingness to drive a bookmobile measuring over thirty feet long in a safe and confident manner
- Must pass a Michigan Department of Transportation physical exam
- Ability to interact with people of all ages in a friendly, courteous manner
- Enthusiasm for serving the public through mobile library services
- Dependable and flexible work habits with a schedule that meets the needs of the bookmobile
- Excellent time management and ability to keep to schedule
- Demonstrated ability and/or experience working with Windows-based computers
- Keyboarding skills (minimum of 35 word per minute)
- Ability to:
 - Maintain effective working relationships with patrons, associates, supervisors and volunteers
 - Work independently and assume responsibility
 - Stand or sit for extended periods
 - Lift and carry materials weighing up to 35 lbs.
 - Push and pull carts of materials

- Stoop, crouch and reach

Dates: Deadline for applications: Wednesday, March 25, 2014 or until filled

Application: Please submit RHPL Job Application and cover letter to:
Mary K. Davis, Outreach & Bookmobile Services Manager
Rochester Hills Public Library
500 Olde Towne Rd.
Rochester, MI 48307

This is an at-will position

The Rochester Hills Public Library is an Equal Opportunity Employer