

Location: Muskegon Area District Library

Position: Team Leader – Book Mobile Operator – Fulltime 40 hours

Pay Range: \$16.39 - \$19.36

Posting Date: August 6, 2020 until filled

Do you like libraries and traveling around Muskegon County, Michigan? If so, this may be the job for you. Muskegon Area District Library is looking for a Bookmobile Operator. In this unique position you will drive Muskegon Area District Library's 30' bookmobile around Muskegon County providing excellent customer service to our communities and patrons. An integral function of this position is the ability and willingness to train/instruct the public on the use of PC software applications and MADL library services.

This is a fulltime position with a great benefit package, which includes: medical, dental, vision, retirement, healthcare spending account, vacation, sick, and MORE.

This position requires

- A valid Michigan driver's license and Chauffeur's license, excellent, clean driving record
- Bachelor degree, some coursework in library science preferred
- General computer proficiency, including knowledge of library software and MS Office.

Some of the essential job duties are:

1. Assist patrons on and off of vehicle, sort, check in, load, and place materials on bookmobile shelves or other storage areas, shelf read, decorate bookmobile or outreach location with displays to promote reading.
2. Develop and work out details concerning the deployment of the bookmobile with business and community partners.
3. Maintains bookmobile collection.
4. Performs routine maintenance such as fueling, monitoring fluids and general cleaning. Reports vehicle problems, need for service to Collection Development Specialist or Branch Operations Manager.

For full job posting and description visit [www.madl.org](http://www.madl.org).

**To apply for this position, you must email to [HR@madl.org](mailto:HR@madl.org): MADL application resume and cover letter.**

*Muskegon Area District Library is an equal opportunity employer.*