

Job Announcement
Rochester Hills Public Library Bookmobile Driver

Position: Bookmobile Driver, Part-time, up to 20 hours per week, including evening and weekend hours

Department: Outreach

Salary: \$15.75/hour

Benefits: Flexible work environment, professional development workshops and training. Optional benefits: deferred compensation plan, flexible medical reimbursement plan, and/or dependent care.

Important Dates

Deadline for applications: Until Filled

Starting date: ASAP

Job Description

Primary Job Duties

Work patiently, empathetically, and respectfully with the public

- Check in, check out, and renew library materials
- Maintain all bookmobile materials including loading and unloading, shelving, shifting and maintaining general order
- Issue library cards by verifying new and renewing existing accounts
- Resolve customer complaints and problems patiently and decisively
- Maintain records of items missing, lost, claim returned, or in repair
- Follow established circulation policies, guidelines and procedures
- Maintain and run office machines as pertains to duties
- Perform routine vehicle safety checks and safely drive the bookmobile
- Prepare for emergencies and helps maintain a safe work environment
- Perform other duties as required

Qualifications

High school diploma or equivalent

- The desire to meet the public and serve patrons of all ages and abilities
- Inspired to provide exceptional customer service through mobile library services
- Dependable and flexible work habits with a schedule that meets the needs of the bookmobile



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- Excellent time management and ability to keep to schedule
- Demonstrated ability and/or experience working with Windows-based computers, in several software applications
- Ability to work independently and assume responsibility
- Ability to communicate effectively with coworkers in a fast-paced environment

Requirements of the role

Physical:

- Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt
- Standing or sitting for periods of time
- Writing or typing to complete work-related documents

Mental:

- Is accurate
- Able to maintain confidentiality of library records and administrative matters
- Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with customers, supervisors, coworkers and volunteers
- Able to retain concentration and poise despite numerous interruptions

Environmental:

- Small space environment commiserate with bookmobile
- Frequent visits to off-site garage where vehicle is stored for overnight parking (garage may have sounds and fumes associated with large, diesel vehicles)

Travel:

- <10% (transportation to and from the garage where the vehicle is stored)

Other:

- Must obtain or currently hold 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.

The Rochester Hills Public Library is an Equal Opportunity Employer.

Application: Please fill out an employment application at <http://www.rhpl.org/jobs> and attach a cover letter and resume. If you have questions about the position, please direct them to: Mary Davis, Head of Outreach.



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