

GEAUGA COUNTY PUBLIC LIBRARY
16 Hour - PART-TIME EMPLOYMENT OPPORTUNITY

Library: Mobile Services, located in the Middlefield Library, 16167 E High Street, Middlefield, OH 44062
Position Title: Mobile Services Driver **Classification:** Library Assistant II
Wage: \$12.54 per hour
Hours Per Week: 16 hours per week, non-exempt, part-time
Reports to: Bookmobile Supervisor

Position Summary: Drive the Bookmobile / Outreach vehicles maintaining a schedule. Provide excellent customer service to all patrons. Perform computer and clerical tasks both on the vehicle and in the office.

Essential Job Functions:

- Checks materials in and out and correctly shelves returned items on the vehicle. Check for reserves, replenish shelves, and displays as needed for each stop.
- Drives, backs & parks the vehicles safely, and must always wear a seat belt. Performs daily pre-trip vehicle maintenance check with another staff member. Adds fluids if necessary, and notes this on vehicle's pre-trip form. Promptly reports any issues. Drive vehicles to maintenance and repair appointments. In collaboration with bus aides, helps keep vehicles neat and clean.
- Writes up patron requests for materials. Conducts Readers Advisory on vehicle and in Office. Placing holds for patrons, search for and route daily holds requests, and delivering holds when this service is needed.
- Answers phones when in the Bookmobile / Outreach office, and assists patrons on phone as needed. Helps prepare vehicles for the next shift. Assists with Outreach, assist with volunteers, and attend parades and other events.

Minimum Knowledge, Skills, Abilities and Other Characteristics

Willingness and adaptability to work in a changing work environment. Excellent communication and customer service skills. Must have sufficient computer skills/abilities in order to use the library's online computer system, email, Internet and online databases, social media, and the like. Must be able to work independently. Must be familiar with library resources. Ability to operate all of the controls of mobile library vehicles. Have basic mechanical understanding. Ability to carry out assigned route on time.

Minimum Education, Experience, and Licensing Requirements:

- High school diploma/GED.
- A valid Ohio driver's license, proof of vehicle insurance. Clean driving record (no moving violations in the last 5 years). No at-fault traffic accidents in the last 5 years. Has reliable transportation in order to meet work obligations such as meetings and delivering holds to patrons when necessary.

Physical Requirements:

Able to regularly lift and carry 30-40 lb. bags of books up and down vehicle steps. Ability to work in confined space. Able to use hands and fingers, grasp, handle, feel, or operate objects, tools, or controls – including computers, phones, and office equipment. Able to read computer screens and print materials. Ability to push or pull full book drops and mobile book carts off and on vehicle. Must be able to bend, stretch, walk and/or kneel in order to shelve books on vehicle both the highest and lowest shelving

If interested provide: Resume, work references and Geauga County Public Library application.

Application form available online at: <http://divi.geaugalibrary.net/>

Apply Online: **GCPL.recruiting@geaugalibrary.net**

Application Deadline: Position will be advertised until filled, applications received by October 9, 2018 will receive first consideration. Posting date: 9/25/2018