



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 Clerk
Classification: Library Assistant I
Wage: \$10.67 per hour
Hours Per Week: 16 hours per week, non-exempt, part-time
Reports to: Bookmobile Supervisor

Position Summary: Prepares vehicle(s) for the days' scheduled stops. Performs computer and clerical tasks in the office.

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. Works under direct supervision yet must be able to work independently once trained. Must be familiar with library resources.

Minimum Education, Experience, and Licensing Requirements: High school diploma/GED. A valid Ohio driver's license, proof of vehicle insurance, and a clean driving record. Has reliable transportation in order to meet work obligations such as meetings and delivering or picking up Amish School sets when necessary.

Physical Requirements:

- Able to regularly lift and carry 30-40 lb. bags of books up and down vehicle steps.
- Ability to stand 90% of working time.
- Ability to work in a confined space.
- Able to use hands and fingers, grasp, handle, feel, or operate objects, tool, or controls – including computers, phones, office equipment.
- Able to read computer screens and print material.
- Able to push or pull full book drops and mobile book carts off and on vehicle.
- Able to bend, stretch, walk and/or kneel in order to shelve books on vehicles, 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**
Geauga County Public Library – Administrative Center
12701 Ravenwood Drive
Chardon, OH 44024

Application Deadline: Position will be advertised until filled, applications received by 5/13/19 will receive first consideration. Posting date: 5/1/2019