

BEST JOB EVER!



20 hour PART-TIME EMPLOYMENT OPPORTUNITY – 2 openings

Would you enjoy helping patrons on their reading adventure?

Do you enjoy organizing, helping others, and feeling satisfaction in your work? If so, the MOBILE SERVICES CLERK position is just for you!

JOIN OUR TEAM!

Library: Mobile Services, at Middlefield Library, 16167 E High Street, Middlefield, OH
Position Title: Mobile Services Clerk **Classification:** Library Assistant I
Range: \$10.67 to \$16.01
Hours Per Week: 20 hours per week, non-exempt, part-time

Position Summary: Prepares vehicle(s) for the days' scheduled stops. Performs computer and clerical tasks in the office. Provides excellent customer service to all patrons.

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.

Apply Online: <https://geaugalibrary.net> **Application Deadline:** Position will be advertised until filled, applications received by 10/4/2021 will receive first consideration. Posting date: 9/24/2021