

Job Announcement

Position: Bookmobile Driver/Clerk - Hourly
Department: Outreach & Bookmobile Services

Hourly Rate: \$14.90 hourly

TEMPORARY Schedule: Mondays 1:00 p.m. - 9:00 p.m.
Thursdays 9:00 a.m. - 12:00 p.m.
This is a temporary schedule from late September through October; hours would be as needed after that. Maximum hours would be 20/week.

Job Summary: To provide safe, efficient and courteous transportation and delivery of library materials and personnel to a variety of bookmobile stops.
Responsible for circulation of library materials while on the bookmobile.

Responsibilities:

- Perform routine vehicle safety checks and safely drive the bookmobile
- Handles circulation of library materials including checkout and check-in, renewal and issuing library cards
- Maintains all bookmobile materials including loading and unloading, shelving, shifting and maintaining general order
- Communicates effectively with patrons of all ages and ethnic backgrounds
- Other miscellaneous duties as required

Required Qualifications:

- High school diploma
- Must hold or obtain 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
- Ability to interact with people of all ages in a friendly, courteous manner
- Enthusiasm for serving the public through mobile library services
- Dependable and flexible work habits with a schedule that meets the needs of the bookmobile
- Excellent time management and ability to keep to schedule
- Demonstrated ability and/or experience working with Windows-based computers
- Keyboarding skills (minimum of 35 word per minute)
- Ability to:
 - Maintain effective working relationships with patrons, associates, supervisors and volunteers
 - Work independently and assume responsibility
 - Stand or sit for extended periods
 - Lift and carry materials weighing up to 35 lbs.
 - Push and pull carts of materials
 - Stoop, crouch and reach

Bonus consideration given to those applicants willing and able to ride our Book Peddler, a Bikemobile, to local events!

Dates: Deadline for applications: Friday, August 17, 2018
Interviews anticipated to take place the week of August 20, 2018

Application: Please submit RHPL Job Application and cover letter to:
Mary K. Davis
Outreach & Bookmobile Services Manager
Rochester Hills Public Library
500 Olde Towne Rd.
Rochester, MI 48307
mary.davis@rhpl.org

This is an at-will position

The Rochester Hills Public Library is an Equal Opportunity Employer