

J O B P O S T I N G
YPSILANTI DISTRICT LIBRARY
Part-Time Bookmobile Driver/Para-Professional

DATE: September 12, 2017

POSITION: Bookmobile Driver/Para-Professional (.625 FTE, 25 hours per week)

NATURE OF WORK:

Driver/Para-professional duties as assigned by Head of Outreach Services. The primary role of this position is the safe and efficient operation of the YDL Bookmobile, a unique 36-foot custom vehicle containing library materials for checkout, computers, and a seating area. Typical duties include:

- Operates the Bookmobile safely and efficiently.
- Advises on maintenance of the vehicle and performs routine maintenance inspections.
- Represents YDL at community events by distributing information and promoting the Library.
- Supports delivery of reference and reader's advisory services for library patrons of all ages.
- Assists patrons in use of computers and other library technology.
- Performs circulation duties such as new borrower registration and checking materials in and out.
- Contributes to the smooth operation of YDL – Superior Township.
- Other duties as assigned.

QUALIFICATIONS:

- Current State of Michigan Commercial Driver's License (CDL), Class B, with Air Brake Endorsement.
- Excellent Driving Record.
- Associate's Degree or equivalent experience.
- Excellent communication and interpersonal skills.
- Strong commitment to public service excellence.
- Ability to function in a professional manner, work independently, and use good judgment.
- Flexible and dependable.
- Experience working with diverse populations.

HOURS:

Part-time, 25 hours per week (including regularly scheduled evenings and weekends). Occasional holidays to drive the Bookmobile in parades.

SALARY/BENEFITS:

Hourly wage starting at \$14.36. Pro-rated paid time off and paid holidays. Employer paid retirement contribution after one year of service. This position is part of the AFSCME union bargaining unit.

TO APPLY: Send resume, cover letter, & application form
(available at www.ypsilibrary.org) by Friday, September 29, 2017 to:

Human Resources or lisa@ypsilibrary.org
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, Michigan 48197

Ypsilanti District Library is an equal opportunity employer.