Job Announcement

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

Hourly Rate: $15.15 hourly
Schedule: Saturdays and as needed, will not exceed 20 hours/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 words per minute)
• Ability to:
  o Maintain effective working relationships with patrons, associates, supervisors and volunteers
  o Work independently and assume responsibility
  o Stand or sit for extended periods
  o Lift and carry materials weighing up to 35 lbs.
  o Push and pull carts of materials
  o Stoop, crouch and reach

Bonus consideration given to those applicants willing and able to ride our Book Peddler, a Bikemobile, to local events!
**Dates:** Open until filled; first consideration given to applications received by Friday, October 25, 2019
Interviews anticipated to begin the week of October 28, 2019
Start date ASAP

**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**