

Clark County Public Library Employment Opportunity



Job Title: [Bookmobile/Outreach Services Driver](#) / Grade 8 | Full-time – 40 hrs. wk. / FLSA status – Non-Exempt

Location: Main Library – Circulation & Outreach Services Dept., 201 S. Fountain Ave., Springfield, Ohio, 45501

Under the general supervision of the *Head of Circulation and Outreach Services*, the *Bookmobile/Outreach Services Driver* drives and helps maintain the library vehicle(s) used for outreach services to the community and provides quality customer service to patrons of all ages. Drivers also provide circulation assistance on the Bookmobile and at the Main library as needed.

APPLICATION PACKET (all items are required – Incomplete/illegible Applicant Packets may be disqualified)

1. **Completed CCPL Employment Application** – Available at library locations or two formats available online at: [CCPL Employment Application](#).
2. **Cover Letter**
3. **Résumé**
4. **Three (3) professional references**

SUBMIT the APPLICATION PACKET by mail or in a sealed envelope to any CCPL location, **addressed to:**
William Martino, Director's Office, Clark County Public Library, PO Box 1080, Springfield OH, 45501-1080

OPEN UNTIL FILLED – Review of complete Application Packets begins immediately upon receipt.

MINIMUM EDUCATION & EXPERIENCE REQUIRED:

- High School Diploma or equivalent and relevant large vehicle driving experience; prefer CDL experience
- General automotive mechanical experience
- Working knowledge of digital devices, Microsoft Windows, Internet, email, and related products

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Possess valid Ohio Driver's license or ability to obtain one, and continuous insurability; able to provide proof of auto insurance (personal vehicle)
- Arrive to work, meetings and appointments on time; irregular hours may be required for special library events
- Effective organizational, written and verbal communication skills
- Working knowledge of various computer applications including Microsoft Word and digital devices
- High degree of accuracy and attention to detail required
- Schedule may occasionally include special events on an evening or Saturday
- Customer service and basic cash-handling experience desired; Library experience a plus
- Treat others with respect and consideration regardless of cultural background, status, lifestyle choices, or position
- Physical Requirements: (details in the Position Description; link is below) Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES: (See [Outreach Services Driver](#) for complete **Position Description**)

- Perform general vehicle maintenance as scheduled
- Adhere to the published route schedule
- Provide prompt, accurate assistance for patrons in utilizing library resources and services
 - Access patron accounts, place and fill reserves, check-in and discharge items on library software
- Occasionally required to drive under adverse weather conditions
- Assist at Circulation desk and Patron Services desk at Main Library as assigned
- Assist with maintaining department's collection and orderliness of shelves, furniture, and displays
- Interact appropriately with patrons and staff and adhere to library guidelines and procedures

Salary and Benefits: \$11.71 per hour. Ohio Public Employees Retirement System membership; employer-paid term life insurance; two (2) wks. vacation, ten (10) holidays, and sick leave according to CCPL Personnel Manual guidelines. Health and voluntary life insurance offering. Ohio Deferred Compensation (457) Plan membership available. Direct Deposit to a financial institution required, pursuant to O.R.C. 125.151(B).