

## 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 – Outreach Services Dept., 201 S. Fountain Ave., Springfield, Ohio, 45501

Under the general supervision of the *Head of Circulation and Outreach Services Manager*, the *Library Assistant – Circulation & Outreach Services* assists on the library vehicles used for outreach services to the community and provides quality customer service to patrons of all ages doing Outreach and in the Circulation Department. .

**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:** 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, accurate submissions begins immediately upon receipt.

### **MINIMUM EDUCATION & EXPERIENCE REQUIRED:**

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

### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Valid Ohio Driver's License and insurability on the library's vehicle insurance policy
- Proof of automobile insurance (personal vehicle)
- Dependable and work a flexible schedule as needed
- Effective organizational, written and verbal communication skills
- Perform with high degree of accuracy and attention to detail
- Schedule may occasionally include special events on an evening or Saturday
- Customer service and basic cash-handling experience desired; Library experience a plus
- 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:** (Click to see [Position Description](#) for more detail)

- 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
- Treat others with respect and consideration regardless of cultural background, status, lifestyle choices, or position

**SALARY AND BENEFITS:** \$11.71 per hour. Ohio Public Employees Retirement System membership; two (2) wks. vacation, holidays, and sick leave, in accordance with CCPL Personnel Manual guidelines; Ohio Deferred Compensation (457) Plan membership available. Direct Deposit required, pursuant to O.R.C. 125.151(B)

*Clark County Public Library is an Equal Opportunity Employer*