**Clark County Public Library Employment Opportunity**

**Job Title:** ***Bookmobile/Outreach Services*** ***Driver*** *|* Grade 8 | Full-time – 40 hrs. wk.*|* FLSA status – Non-Exempt

**Location:** Clark County Public Library, 201 S. Fountain Ave., Springfield, Ohio

Under the general supervision of the *Head of Circulation and Outreach Services Manager,* the *Library Assistant – Circulation & Outreach Services* assists on the library vehicles, including a large bookmobile, 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***](https://ccplohio.org/employment). **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

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

* Valid Ohio Driver’s License and insurability on the library’s vehicle insurance policy
* Proof of automobile insurance (personal vehicle)
* Working knowledge of digital devices, Microsoft Windows, Internet, email, and related products
* 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
* Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process. View the [***Position Description***](http://ccplohio.org/wp-content/uploads/2020/02/PDFTDRIVER.pdf)for detailed physical requirements

**PRINCIPAL JOB DUTIES AND RESPONSIBILITIES: *(Click to see*** ***[Position Description](http://ccplohio.org/wp-content/uploads/2020/02/PDFTDRIVER.pdf) 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:** $12.06 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*