

Job Announcement

- Position:** Bookmobile Driver/Circulation Assistant (22.5 hrs/week, including evenings and weekends).
- Department:** Outreach Services
- Supervisor:** Head of Outreach Services
- Salary Range:** 16.99/hour
- Benefits:** Insurance (short-term disability, long-term disability); pension contribution; prorated vacation and sick days; optional health, dental and vision plans; optional deferred compensation plan; optional medical and/or dependent care reimbursement plans.

Primary Job Duties:

- Work patiently, empathetically, and respectfully with the public
- Check in, check out, and renew library materials
- Perform routine vehicle safety checks and safely drive the bookmobile
- Maintains all bookmobile materials including loading and unloading, shelving, shifting and maintaining general order
- Issue library cards by verifying new and renewing existing accounts
- Resolve customer complaints and problems patiently and decisively
- Maintain records of items missing, lost, claim returned, or in repair
- Follow established circulation policies, guidelines and procedures
- Maintain and run office machines as pertains to duties
- Perform routine vehicle safety checks and safely drive the bookmobile
- Prepare for emergencies and helps maintain a safe work environment
- Perform other duties as required

Qualifications:

- High school diploma or equivalent
- The desire to meet the public and serve patrons of all ages and abilities
- Inspired to provide exceptional customer service 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, in several software applications
- Ability to work independently and assume responsibility
- Ability to communicate effectively with coworkers in a fast-paced environment

Requirements of the role:

- Physical:
 - Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt
 - Standing or sitting for periods of time
 - Writing or typing to complete work-related documents
- Mental:
 - Is accurate
 - Able to maintain confidentiality of library records and administrative matters
 - Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
 - Able to interact and work effectively with customers, supervisors, co-workers and volunteers
 - Able to retain concentration and poise despite numerous interruptions
- Environmental:
 - Small space environment commiserate with bookmobile
 - Frequent visits to off-site garage where vehicle is store for overnight parking (garage may have sounds and fumes associated with large, diesel vehicles)
- Travel:
 - <10% (transportation to and from garage where vehicle is stored)
- Other:
 - Must obtain or currently hold 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.

Dates: Application deadline: Until filled
 Starting date: ASAP

Application: Apply online at rhpl.org and submit an application, a cover letter, a diversity statement, and resume to:
 Mary Davis, Head of Outreach Services
 Rochester Hills Public Library
 500 Olde Towne Road
 Rochester, MI 48307

The Rochester Hills Public Library is an Equal Opportunity Employer.