

Position Opening

Title: Bookmobile Specialist

Date Posted: November 6, 2024

Rodman Public Library is seeking applicants for the position of Bookmobile Specialist. Both part-time (20 hours per week) and full-time (40 hours per week) positions are available. The successful candidate must have the ability to work a flexible schedule, including evenings and weekends.

Rate of Pay: Starts at \$14.50 without a CDL and \$16.75 with a CDL

Qualifications:

- High school diploma or GED
- Previous customer service experience preferred
- Ability to work a flexible schedule, including evenings and weekends
- Previous experience with computers and technology experience required
- Must possess valid Ohio driver's license and meet driving standards set by the Library's insurance carrier

Job Responsibilities: The Bookmobile Specialist provides public service on the Bookmobile and with the library's home delivery program, efficiently and effectively assists patrons and addresses queries in a professional, courteous manner, and performs related clerical duties. Exceptional customer service and communication skills, a sincere desire to provide excellent service to all library patrons, a willingness to be solution-driven in order to provide patrons access to library services and resources, and the ability to multi-task and prioritize work effectively are essential to this position. The Bookmobile Specialist may also drive the Bookmobile, an RV-type vehicle that does not require a CDL, and the library's delivery vehicle to stops and other functions. Other duties may be assigned as needed.

Application Procedure: To be considered, interested applicants must scan and submit a completed Rodman Public Library employment application to employment@rodmanlibrary.com. The application form can be found online at rodmanlibrary.com/employment along with the full job description.

Deadline: Applications must be received by Saturday, November 30. No phone calls please. Rodman Public Library is an equal opportunity employer.