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)

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Clark County Public Library is an Equal Opportunity Employer

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