

ELYRIA PUBLIC LIBRARY
External POSITION POSTING

6/20/2021

Job Title: Library Technician III/Bookmobile Driver-37.5 hours

Initial Assignment: Bookmobile

Immediate Supervisor: Fleet Services Manager

Positions Supervised: None

Position effective: Immediately

JOB RESPONSIBILITIES:

This is an intermediate level clerical position within a department. Provides necessary clerical support for department and may provide training and assistance to lower level technicians. Drives the Bookmobile. Promotes library services to the community. May be assigned to work in other departments as needed.

QUALIFICATIONS:

- Check-in and check-out library materials
- Assist patrons in locating materials and placing patron holds.
- Shelve library materials
- Conduct online searches.
- Maintain Bookmobile schedule.
- Ability to perform the physical activities associated with this job including the strength to regularly lift and move materials weighing more than 5-50 lbs.
- Repeatedly navigate the Bookmobile steps.
- Drive Bookmobile as assigned.
- Assist with maintaining Bookmobile.
- High School diploma or equivalent and valid driver's license with an acceptable driving record and proof of insurance are required. Must meet insurability requirements of the library's insurance provider to operate the Bookmobile.

Hours: 37.5 hours per week, including evenings & weekends, special events.

Pay rate: \$11.18 per hour

Full description is available on the Library web page

Apply to HR Coordinator at apply@elyrialibrary.org

[EOE Drug Free Workplace](#)