J O B P O S T I N G
YPSILANTI DISTRICT LIBRARY
Substitute Bookmobile Driver/Para-Professional

DATE: January 19, 2018

POSITION: Substitute Bookmobile Driver/Para-Professional

NATURE OF WORK:
The Substitute Driver/Para-professional works under the Head of Outreach Services on an as-needed basis. The primary role of this position is the safe and efficient operation of the Bookmobile, a 36-foot custom vehicle containing library materials for checkout and a seating area. Typical duties may include, but are not limited to:

- Operates the Bookmobile safely and efficiently.
- Advises on maintenance of the vehicle and performs routine maintenance inspections.
- Represents YDL at community events by distributing information and speaking about the Library.
- Supports delivery of reference and information services for library patrons of all ages.
- Assists patrons in use of computers and other library technology.
- Performs circulation duties such as new borrower registration and checking materials in and out.
- Other duties as assigned.

QUALIFICATIONS:

- Current State of Michigan Commercial Driver's License (CDL), Class B, with Air Brake Endorsement.
- Excellent Driving Record.
- Excellent communication and interpersonal skills.
- Strong commitment to public service excellence.
- Ability to function in a professional manner, work independently, and use good judgment.
- Flexible and dependable, and willing to work on call.
- Experience working with diverse populations.

HOURS:
Hours of employment will vary. May include daytime, evening, or weekend hours. Most hours are scheduled 3-4 weeks in advance, with some shifts offered at shorter notice as needed. No permanent hours or schedule are implied.

SALARY/BENEFITS:
Hourly wage starting at $14.36. No benefits are associated with this position.

TO APPLY: Send resume, cover letter, & application form (available at www.ypsilibrary.org) by Friday, February 2, 2018 to:

Human Resources
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, Michigan 48197

or lisa@ypsilibrary.org

Ypsilanti District Library is an equal opportunity employer.