

# MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION

The Massillon Public Library is looking to fill a Bookmobile Driver Substitute position.

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## POSITION DETAILS:

Position Title: Bookmobile Driver Substitute  
Reports To: Outreach Services Manager  
Position Type: Non-exempt, hourly

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## PURPOSE:

- To provide comprehensive service to all patrons and maintain the organization and quality of the collection.
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## QUALIFICATIONS:

- At least one of the following educational qualifications:
    - 1 year of post high school training in a directly related field, with 1 year of directly related experience required; 2 years of directly related experience preferred; or,
    - High school diploma or GED, with 3 years of directly related experience required; 4 years of directly related experience preferred
  - Commercial Driver's License (CDL), Class B with no air brakes restriction and good driving record
  - Customer service experience, preferably in library environment, desirable
  - Experience driving a bus, bookmobile, or large van
  - Must have acceptable results on a criminal background check
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## ESSENTIAL FUNCTIONS:

- Operate bookmobile in accordance with safety regulations and state laws
- Perform routine bookmobile maintenance, such as fueling, checking fluids, and general cleaning
- Open, monitor and secure bookmobile, as assigned
- Stock bookmobile with appropriate collection, materials, and supplies for scheduled stops
- Shelf materials on bookmobile and in bookmobile stack room
- Perform routine circulation tasks connected with department's services
- Collects fines and fees
- Follow appropriate cash handling procedures

- Necessary physical aspects include, but are not limited to: standing, sitting, operating office equipment, climbing steps, lifting up to 35 lbs., and pushing or pulling loaded carts
- Attend appropriate meetings and workshops
- Perform other duties as assigned by supervisor

*NOTE: This position description states the nature and level of assignments normally given in this position; its list of tasks is not exhaustive.*

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#### **SCHEDULE:**

- To be determined by the supervisor

#### **HOW TO APPLY:**

To apply for this position, download an application from: <https://tinyurl.com/MPLapplication>

- Please submit the completed application, a cover letter, and resume by mail to:

Mardea Harden, HR Manager

Massillon Public Library

208 Lincoln Way East

Massillon, OH 44646

- The documents may also be scanned and submitted as email attachments to: [hardenma@massillonlibrary.org](mailto:hardenma@massillonlibrary.org)
- Deadline for application: Until filled