

## **ELYRIA PUBLIC LIBRARY POSITION POSTING**

Job Title: Library Technician III-Fleet Services (Full-Time 37.5 hours)  
Initial Assignment: Taylor St.  
Immediate Supervisor: Facilities Manager  
Positions Supervised: None  
Position effective: Immediately

### **JOB RESPONSIBILITIES:**

- Regularly lift, unpack, sort, and repack boxes weighing up to 50 pounds, spending the majority of the workday handling materials for delivery and inventory management.
- Prepare, sort, and process interlibrary loan deliveries, including routing items, unpacking, and packing for transport.
- Safely load and unload materials for intersystem deliveries, Outreach programs, and other library-related purposes.
- Operate EPL vehicles to transport materials and personnel to branches, homebound deliveries, school visits, community events, and other designated locations.
- Serve as a backup driver for all EPL vehicles, including the Bookmobile.
- Perform clerical duties for Tech Services, PR, Outreach, and System Services departments, such as answering calls, making copies, bundling and packaging items, cleaning and repairing items, and managing item transit.
- Assist with system-wide desk coverage and perform circulation duties during weekdays, weeknights, and weekends.

### **QUALIFICATIONS**

- High school diploma or GED equivalent.
- One to two years of related work experience.
- Effective verbal and written communication with a variety of individuals.
- A valid Ohio driver's license, proof of insurance, an acceptable driving record. Insurability clearance is required from our insurance carrier.
- Work attendance will be considered

Hours: 37.5 hours per week, including evenings & weekends

Starting Pay rate: \$13.11 per hour

Current rate applies for a lateral move.