

**ELYRIA PUBLIC LIBRARY
POSITION POSTING**

Job Title: Library Technician III-Fleet Services

Initial Assignment: Taylor St.

Immediate Supervisor: Fleet Manager

Positions Supervised: None

Position effective: 7/11/2022

JOB RESPONSIBILITIES:

- Essential Duties/Major Responsibilities: Delivery, Driver, and System Services
- Prepare items for delivery to other libraries.
- Process daily interlibrary loan deliveries, including routing items in and out, sorting, unpacking and packing items.
- Load and unload crates of materials and various items as needed for intersystem deliveries, Outreach or other library purposes
- Drive delivery and /or outreach van to branches and other locations as needed, including homebound deliveries, school visits, storybook stroll locations, community events, etc.
- Drive Bookmobile as assigned
- Drive to multiple stops and provide library services; including checking in and out library materials.
- Fill in for Bookmobile Tech IIIs as needed
- Performs clerical duties as needed for Tech Services, PR, and Outreach and System Services departments. This includes, but is not limited to, answering telephones, making copies, bundling and packaging items for deliveries, cleaning and repairing items, transiting items in and out.

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: \$11.70 per hour
Current rate applies for a lateral move.

Full description is available on the resources page.
Apply to HR Coordinator at apply@elyrialibrary.org
EOE Drug Free Workplace