



Position Opening

Library Associate – Bookmobile

Date Posted: February 1, 2025

The Holmes County District Public Library is seeking applicants for the position of Library Associate – Bookmobile. The successful candidate will drive library vehicles including a 34-foot long bookmobile to deliver bookmobile and outreach services throughout the county. This can either be a full-time position (37.5 hours per week) or a part-time position with some evenings required. Starting salary will be based upon experience and qualifications. Benefits include paid vacation, personal, sick and holiday leave. Health insurance is available for full-time, with 90% of the single premium paid. Health insurance for part-time working 30 hours per week will be eligible for 75% of the single premium paid.

Qualifications:

- High School Diploma or GED
- Experience driving a large vehicle; CDL preferred, but not required
- Must possess valid Ohio driver's license with a clean driving record

Job Responsibilities:

- Drive bookmobile on assigned routes, to community events, parades, and maintenance trips
- Serve patrons in a courteous, professional manner
- Re-shelve and restock materials on the bookmobiles and help maintain the bookmobile collection
- Answer directional and basic reference questions and facilitate the ordering and delivery of requested materials
- Perform regular maintenance to ensure that the bookmobile is road worthy and clean

Employment application and full job description are available at www.holmeslibrary.org, Central Library, or East Branch. Return to: Holmes County District Public Library, ATTN: Director, 3102 Glen Drive, Millersburg, OH 44654. This position will remain open until filled.