



## **Position Opening**

### **Head of Bookmobile Services**

**Date Posted:** February 6, 2025

The Holmes County District Public Library's bookmobile program is seeking applicants to become the next Head of Bookmobile Services. The successful candidate will have extensive knowledge of and experience in providing bookmobile service. We are seeking a highly organized individual with strong leadership skills who is ready to take the reins of one of the busiest bookmobile programs in the State of Ohio!

#### **Qualifications:**

- Bachelor's Degree in a related field preferred OR any equivalent combination of experience and/or training that provides the required knowledge, skills and abilities
- Previous supervisory experience
- Experience driving a large vehicle
- Must possess valid Ohio driver's license with a clean driving record

#### **Job Responsibilities:**

- Manages daily operations of the Bookmobile Department
- Supervises Bookmobile staff
- Maintains bookmobiles and outreach van in safe, working condition
- Provides direct service to Bookmobile patrons
- Oversees the Bookmobile collection by recommending materials for purchase and discarding materials as needed
- Develops and implements outreach programs tailored to the needs of underserved and remote communities or those lacking access to a fixed library facility
- Establishes and maintains partnerships with schools, community organizations, and other stakeholders to expand library access.

#### **Salary & Benefits:**

- Salary range is \$17.26 - \$29.93 per hour, based upon experience
- Health Insurance – 90% of the single coverage premium paid
- Life Insurance
- 13 paid holidays
- 1 personal day/year
- Vacation & Sick leave
- Participation in Ohio Public Employees Retirement System (OPERS)

Employment application and full job description are available at [www.holmeslibrary.org/about/employment](http://www.holmeslibrary.org/about/employment), Central Library, or East Branch. Mail to: Holmes County District Public Library, ATTN: Director, 3102 Glen Drive, Millersburg, OH 44654 or Email to: [picconetti@holmeslib.org](mailto:picconetti@holmeslib.org). This position will remain open until filled.