

The Branch District Library (BDL) seeks a qualified candidate for a part-time (up to 20 hours/week) opening in the public services department for our bookmobile and outreach services. The ideal candidate for this position will already possess a valid Chauffeur's License, will be ready to drive our 27ft bookmobile, and have appropriate technology skills. This is a perfect job for someone who is excited about connecting with people, talking about books and other library materials, and bringing library services to those who need them most. The Outreach department and bookmobile are based at the Coldwater Branch Library.

BDL is a district library serving Branch County and some surrounding areas, with a dedicated staff providing library service in six locations. Each branch has a unique personality and an expectation to offer excellent service. Our mission is to provide the people of our communities with library collections and services to meet their educational, informational, and recreational needs, and to do so in vibrant and inclusive spaces whether virtually or in-person.

Job Summary

Driving the bookmobile is a requirement of this position, along with maintaining the general tidiness and order of the vehicle. Beyond that, Public Services Clerks have a broad range of duties and responsibilities. They provide exceptional customer service to library users visiting the bookmobile or using our Library by Mail service. The position may also include helping patrons with informational or technology questions, participating in programming events, creating displays, as well as circulating and shelving library materials. The clerk will work under the supervision of the Outreach Manager. For more information on the bookmobile, see BranchDistrictLibrary.org/bookmobile.

Required Knowledge, Skills, and Abilities

- Possession of a valid chauffeur's license, or the ability to obtain one. BDL will cover the cost of obtaining a chauffeur's license if not already obtained.
- Clean driving record.
- Commitment to safe driving and customer service excellence.
- Familiarity with current technology, i.e., general computer literacy, knowledge of the Internet and other electronic sources of information.
- The ability to foster an inclusive and welcoming environment for our patrons.
- Critical thinking skills, which can be applied to successfully answering reference inquiries.
- Effective oral and written communication skills.

Education, Experience, and Training

- A high school diploma, or equivalent, is required. Some college or higher is preferred.
- Experience driving large vehicles, or towing large trailers, is preferred.
- Experience working with children and teens is preferred.
- Previous relevant experience in a public library is preferred.

Pay Rate

\$15.89 to \$20.11 per hour, with some flexibility depending on qualifications and experience. New employees typically begin at the entry rate and receive scheduled pay increases after successful annual/bi-annual performance reviews, up to the current maximum rate for this position. For details on advancing through the salary range, see the [BDL Employment Handbook](#).

Benefits

- 11 paid holidays per year when falling on a regularly scheduled work day.
- Sick Time accrued per the Michigan Earned Sick Time Act at a rate of 1 hour per 30 hours worked to a maximum of 72 hours per year.
- Retirement contribution match of up to 3% of gross wages into a 401(a) Defined Contribution Plan.
- Participation in the [Michigan Tri-Share childcare cost sharing program](#).
- For further details on benefits, see the [BDL Employment Handbook](#).

Hours

Part-time, up to 20 hours per week. See BranchDistrictLibrary.org/bookmobile for our current schedule of stops. During the school year, we have additional stops. Some weekends, nights, and holidays may be required for participation in community events and parades.

How to Apply

Submit application, resume, and cover letter at www.BranchDistrictLibrary.org/employment.

Deadline

Applications will be accepted until a qualified candidate is found.

Branch District Library is an Equal Opportunity Employer.