

LaGrange County Public Library
Job Announcement: Library Assistant – Bookmobile Driver

The LaGrange County Public Library is seeking a Library Assistant to safely drive the Library's bookmobile to designated locations, park it, and assist patrons in checking out materials. This is a part-time position.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES

- Prepare and drive the bookmobile to designated locations according to a fixed schedule.
- Perform basic inspection and maintenance to insure proper vehicle operation.
- Drive bookmobile to garage for repairs and maintenance.
- Assist in the loading and shelving of library materials on the bookmobile.
- Assist in servicing patrons and circulation of library materials.
- Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- Ability to maintain a neat and orderly work environment.
- Ability to communicate professionally, courteously, and effectively with library patrons and staff.
- Ability to maneuver at least 50 pounds of library materials.
- Ability to effectively operate basic office equipment including library computers.
- Ability to operate the bookmobile in all kinds of weather conditions.

REQUIRED EDUCATION, EXPERIENCE, & TRAINING

- Must have a high-school education or the equivalent.
- Must be willing and able to drive the Library's bookmobile.
- Must have a safe driving record.
- Must be able to obtain and maintain an Indiana Commercial Driver's License.
- Must have some experience working with people.
- Must have a flexible schedule compatible with the bookmobile schedule.

TO APPLY:

If you are interested in the Library Assistant – Bookmobile Driver position please contact the Library Director, Richard Kuster, either by telephone at 260-463-2841, or by email at richard.kuster@lagrange.lib.in.us