

Job Description
Rochester Hills Public Library Bookmobile Driver

Position: Early Literacy Bookmobile Driver, salaried 22.5 hours/week, may include evening and weekend hours

Department: Outreach

Salary: \$19.35/hour (placement may be higher depending on qualifications)

Benefits: 100% employer-paid personal legal services for employee and eligible dependents; short-term disability pay, long-term disability insurance; pension contribution (10% of annual salary after initial 6 months); prorated holiday, vacation, sick paid leave; one prorated floating holiday each calendar year; select employer-paid professional development workshops and conferences.

Optional benefits: telework flexibility, monthly visits from therapy dogs, deferred compensation plan, flexible medical reimbursement, dependent care reimbursement, and option to purchase life insurance.

Important Dates

Deadline for applications: Open until filled

Starting date: October 2026

Job Description

This person provides safe, efficient, and courteous transportation and delivery of library materials and personnel to a variety of bookmobile stops that may include assisted living centers, multi-family complexes, shopping centers, and/or preschools and daycare facilities. This individual assists with materials circulation, which can be high-volume and fast-paced at times. This person may work with young children (age 5 and under) and teachers, if assigned to the early literacy bookmobile.

Primary Job Duties:

- Work patiently, empathetically, and respectfully with the public
- Check in, check out, and renew library materials
- Reports to duty on time and maintains the RHPL bookmobile route on time but in a safe manner
- Drives RHPL vehicle in compliance with State of Michigan driving laws.
- Maintains all bookmobile materials, including loading and unloading, shelving, shifting, and maintaining general order
- Informs all appropriate personnel of problems/procedures and immediately reports accidents or injuries that may have occurred during the operation of an RHPL-owned vehicle
- Safely and efficiently utilizes vehicle equipment, including wheelchair lifts, radios, and emergency equipment



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- Resolves customer complaints and problems patiently and decisively
- Maintains records of items missing, lost, claim returned, or in repair
- Follow established circulation policies, guidelines, and procedures
- Performs routine vehicle safety checks as directed
- Prepare for emergencies and help maintain a safe work environment
- Perform other duties as required

Qualifications:

- High school diploma or equivalent
- The desire to meet the public and serve patrons of all ages and abilities
- Inspired to provide exceptional customer service through mobile library services
- Dependable and flexible work habits with a schedule that meets the needs of the bookmobile
- Excellent time management and ability to keep to schedule
- Demonstrated ability and/or experience working with computers.
- Ability to work independently and assume responsibility
- Ability to communicate effectively with coworkers in a fast-paced environment
- Ability to interact positively with children, aged 5 and under, if assigned to the early literacy bus route.

Requirements of the role

Physical:

- Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt; standing or sitting for periods of time;
- Writing or typing to complete work-related documents

Mental:

- Is accurate
- Able to maintain confidentiality of library records and administrative matters
- Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with customers, supervisors, co-workers, and volunteers
- Able to retain concentration and poise despite numerous interruptions

Environmental:

- Small space environment commensurate with bookmobile
- Frequent visits to the off-site garage where the vehicle is stored for overnight parking (garage may have sounds and fumes associated with large, diesel vehicles)



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Travel:

- <10% (transportation to and from the garage where the vehicle is stored)

Other:

- Must obtain or currently hold a Michigan Chauffeur driver's license with a good driving record and willingness to drive a bookmobile measuring over 26 feet long safely and confidently.
- Must pass a Michigan Department of Transportation physical exam.

Application: Please fill out an employment application at <http://www.rhpl.org/employment> and attach a cover letter and resume. If you have questions about the position, please direct them to Mary Davis (Mary.davis@rhpl.org).

The Rochester Hills Public Library is an Equal Opportunity Employer.



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