
Bookmobile Librarian

REPORTS TO:	Director
JOB CLASSIFICATION:	Full Time
STATUS:	Exempt
REVISED:	8/18/15
REVIEWED:	

BASIC FUNCTION:

Under the supervision of the Director, this position is responsible for driving the bookmobile and performing customer service and clerical duties necessary for the provision of bookmobile service. Work includes assisting library patrons, checking materials in and out using the library automation system and preparing materials for inclusion in the bookmobile collection. Represents the library at community functions. Also assists patrons in the use of library services, equipment, and facilities. The Bookmobile Librarian interacts with the public and other staff members.

The Library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

RESPONSIBILITIES:

- Drive the library bookmobile as scheduled and perform pre-driving safety checks.
- Provide prompt, courteous customer service to library patrons of diverse ages and backgrounds.
- Delivers books and other materials to people's homes and returns finished material to the library
- Promotes positive image of the library through all contacts with users
- Provide creative and entertaining programming that will help promote the use of the library, reading, education and information resources/utilization of resources offered through the library
- Check library materials in and out using ILS, Issue new library cards, update patron database records
- Properly shelve materials alphabetically and numerically; shelf read as assigned.
- Assist with weeding and collection development tasks.
- Runs reports and check shelves for materials on hold, claimed returned and expired holds.
- Schedule, select, circulate and route deposit collections for various facilities within the county in coordination with the Technical Services Librarian, Adult Services Librarian, and CYAS Librarian.
- Input computer data for hold requests, new materials, deleted materials, ILL requests.
- Assist patrons with locating materials and provide reader's advisory help.
- Participate in library committees and projects as assigned.

- Assists with programming and other outreach efforts of the library.
- Consults with CYAS Librarian and Adult Services Librarian on outreach activities to schools, daycares, senior centers, etc.
- Markets bookmobile collection. May create book lists, displays and other materials that encourage the use of bookmobile resources..
- Perform clerical duties including filing, word processing, and recording statistics.
- Submit monthly activity report to Director.
- Confers with Director in developing short/long term planning for bookmobile services
- Provides patrons with general information on library services; assists and instructs patrons in using library services, equipment, and facilities
- Works at public service desks, as needed.
- Attends library staff meetings and training. Monitors staff email or other communications outlets for current issues and developments.
- Attends professional and community meetings, workshops, and conferences, as required
- Performs basic inspection and maintenance of the bookmobile to ensure proper vehicle maintenance, including keeping the fuel tank and various automotive fluids filled.
- Reports vehicle problems, accidents, etc. to Library Director and others, as required.
- Conducts research to determine appropriate and most cost effective repair and schedules repairs.
- Drives vehicle to and from service garage for repairs and maintenance as needed.
- Maintains a neat and orderly work environment.
- Maintains safe driving record and assists in training other library staff to drive the bookmobile.
- Maintains criminal history free of violations.
- Stays informed about issues, trends and news affecting bookmobile service. Reads selected professional literature.
- Performs other duties, as assigned

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- High school diploma or GED.
- Must be able to meet and maintain Kentucky Department for Libraries and Archives (KDLA) certification requirements.
- Prior customer service experience necessary.
- Basic computer experience with standard office software, including Microsoft Office products, email, and internet usage.
- Valid driver's license and satisfactory driving history. Personal transportation that can be used for business travel is required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Ability to do repetitive tasks with speed and accuracy. The job involves considerable physical exertion, such as regularly lifting heavy items (up to 50 pounds) such as carts or crates full of books, on a highly frequent basis and assuming awkward positions. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds) book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines. Requires the ability to deal with people effectively when confronted with persons acting under stress.

Individuals must also possess the ability to perceive and discriminate visual cues or signals at least 100% of the time. Must be physically able to operate a variety of equipment including computers and hand-held scanners. Must be able to shelve materials on shelves from ankle level up to above head level. Must be able to operate telephones, including a cell phone. Must be able to rapidly and repeatedly climb and descend steps of bookmobile. Requires the ability to reach and grasp materials located in all areas of the bookmobile. Requires driving and working year round in a bookmobile that has heat/air conditioning. Requires daily travel around the community and loading/unloading materials and equipment in all kinds of weather and climatic conditions. There are routine discomforts due to extended confinement in a small space and exposure to diesel fumes, moderate heat, cold, moisture/wetness and unpleasant air conditions. The job may involve routine exposure to soiled materials and light chemical substances, such as cleaning solutions.

The job description is not a contract between the Library and the employee. The Henry County Public Library is an at will employer. The job description duties may be changed at the discretion of the Library and/or the Library may request the employee to perform duties that are not listed on the job description.