



Bookmobile Assistant

Job Description

Part Time Hourly: Tuesday – Thursday, 7:30 – 4:30

may be requested for special events on an as needed basis

Summary: To provide exemplary customer service to all library patrons. Represents the library in the community, independently drives and operates the bookmobile. Responsible for the delivery of library materials and information to the various bookmobile stops.

Essential Job Duties:

- Greets and assists library users employing effective customer service skills.
- Perform general circulation routines as appropriate: check-in, check-out, and renewal of materials.
- Process applications for and issues new library cards following appropriate procedures.
- Process materials, including delivery of overdue notices when appropriate.
- Assist bookmobile patrons in locating library materials, including reader's advisory, Interlibrary Loan / new material requests.
- Keep the interior of the bookmobile clean and orderly.
- Assist with the rotation of bookmobile inventory.
- Sort, shelve, and file various library materials accurately according to library classifications systems (alphabetic, numeric, and alphanumeric).
- Assist with programming and other outreach efforts.
- Recognize and address the diverse nature of the library's patrons and community.
- Respect the confidentiality of library users and records.

Job Requirements:

- Must possess a High School diploma or equivalency. Preference given to those with a Degree.
- Must possess a valid Drivers' License.
- Must have a clean driving record.
- Must be able to learn and follow library procedures and library computer systems.
- Must possess excellent customer service skills – customer service experience preferred.
- Ability to safely operate library vehicles.
- Ability to effectively promote the services and mission of the library.
- Ability to read, follow and understand maps.
- Ability to effectively manage vehicular emergencies.
- Ability to shelve and access materials in close quarters.



- Ability to understand and follow written and oral directions.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to adapt to new technology.
- Knowledge of modern office equipment and software preferred.

Essential Physical Job Requirements:

- Clarity of speech and hearing which permits the employee to communicate effectively with the supervisor and other employees.
- Vision which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
- Manual dexterity which permits the employee to operate a keyboard and any other assigned equipment to process library materials.
- Personal mobility which permits the employee to monitor and perform assigned library operations.
- Lift up to 40 lbs., push and pull carts weighing up to 200 lbs., bend, stoop and reach shelving from floor level to 6 feet high, and stand or walk for at least 1 hour at a time.
- Tolerance for dust and mold which permits the employee to work with books and other library materials as well as work in older buildings.