

# Graves County Public Library

## JOB DESCRIPTION

**Position Title:** Bookmobile Librarian

**Compensation and Benefits:** Annual Salary, Health Benefits, Retirement Plan, and Vacation + Sick Days

### **Nature of Work:**

The employee in this position is responsible for providing library services to the public through the operation of the Bookmobile on a daily basis. This work includes the operation of a large vehicle that carries a rotating library collection to different sites. This work includes the responsibility for developing and maintaining a Bookmobile schedule and collection that is patron-oriented. The Bookmobile driver is responsible for the basic maintenance of the bookmobile including cleanliness of interior and exterior, turns fuel and other receipts in to the Business Manager.

### **Organizational Status:**

The Bookmobile Librarian reports to the Library Director.

### **Essential Functions of the Job:**

- Cooperates as a team member to fulfill the Library's Mission Statement.
- Operates a large vehicle that contains a library collection that travels to different sites for patron usage
- Maintains and establishes a Bookmobile route schedule and recommends changes in route if needed to better serve the public
- Provides the public with advance notice of the Bookmobile schedule through flyers, posted notices, & telephone calls; adheres closely to the Bookmobile schedule
- Changes and rotates books on a continuous basis with attention given to patron requests and needs
- Plans, participates in and implements special activities and programming that relate to the Bookmobile, such as the summer reading program and various community events
- Assists patrons in the use of the Bookmobile, particularly how to locate materials and how to use them; issues library cards
- Maintains the Bookmobile library materials and helps maintain an orderly and patron oriented collection
- Maintains accurate and up-to-date circulation statistics for the Bookmobile
- Utilizes a laptop computer with proficiency in all circulation policies and procedures
- Remains physically and mentally alert to traffic and driving conditions; drives defensively
- Conducts pre-trip inspection of the vehicle at the beginning of the route and post-trip inspection of the vehicle at the end of the route to ensure that the vehicle is operational and functioning properly; checks fluid levels and adds fuel, oil and water as needed
- Coordinates services for the maintenance and repair of the Bookmobile

**Additional Examples of Work Performed:**

- Participates in special projects
- Performs related work as required
- Performs minor maintenance duties
- Assists with coordinating the servicing and physical care of bookmobile

**Knowledge, Skills and Abilities Required:**

- Knowledge and ability to develop and maintain a Bookmobile library collection that is user-friendly and patron-oriented
- Knowledge and ability to develop and maintain a Bookmobile schedule that is beneficial to both the Library and the public
- Knowledge and ability to analyze the needs of patrons within the available budget when developing Bookmobile programming
- Knowledge and ability to prepare reports and statistics regarding the Bookmobile library collection
- Knowledge of computer skills
- Knowledge of local and state traffic ordinances and laws
- Knowledge of the principles, practices and techniques of operating a large vehicle such as the Bookmobile
- Some knowledge of basic maintenance and repair of large vehicles is desirable, but not required
- Ability to operate a large vehicle in a safe and proper manner, to adhere closely to time and route schedules, and to provide information to the Bookmobile's patrons and potential patrons regarding the Bookmobile's schedule and services
- Ability to communicate effectively, both orally and in writing, and to prepare reports and maintain records
- Ability to establish and maintain effective working relationships with superiors, fellow employees, patrons, and the general public, some of whom may be upset, irate or unreasonable
- Must have the desire and ability to serve the public and the Library staff with friendliness, tact, and diplomacy
- Ability to organize and prioritize the duties of the position and efficiently complete the responsibilities of the job
- Possess the physical and mental ability to work independently to the extent appropriate to the position with initiative and judgment
- Ability to analyze and to creatively solve problems related to the position
- Must possess a reputation of honesty, integrity, and reliability
- Ability to operate computer and library automation systems, telephone and other office equipment proficiently
- Ability to understand and carry out oral and written instructions and posted schedules

**Minimum Education, Training and Experience Required:**

- A Bachelor's Degree from a college or university accredited by a regional accrediting agency recognized by the U.S. Department of Education; or
- High School Diploma with at least four years of relevant library experience is required; or any combination of education, training, and experience that demonstrates the above listed knowledge, skills, and abilities is required.
- Experience in driving large vehicles is desired, but not required.

**Working Environment:**

The work environment involves everyday risks or discomforts which require normal safety precautions typical of office environments. The Bookmobile Librarian will also be driving the Bookmobile outside on a daily basis traveling from the Main Library to the various stops that the Bookmobile has scheduled. Therefore, the environment involves various and unpredictable driving conditions which are affected by weather, other drivers, potential traffic hazards and changing road conditions. The employee may interact with upset staff and/or members of the public.

**Physical Demands:**

Must possess the mobility to work in the library setting which includes the ability to sit, stand, stoop, stretch, climb, lift, carry, shelve and retrieve books and materials from shelves and storage locations generally not exceeding 50 pounds. Must possess the vision required to read printed materials and a computer screen. Must possess the ability to hear and speak with the public both in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard. Physical dexterity is also required in the frequent use of hand-to-eye coordination and manipulative skills using fingers, limbs and body in the operation of vehicles. Work requires sitting for periods of time in a confined vehicle. Work also requires occasional walking, standing, bending, and climbing stairs, and carrying crates of library materials.

**Necessary Special Requirements:**

- Valid driver's license; possess and maintain an excellent driving record (*Operation of the Bookmobile does not require a Commercial Driver's License (CDL).*)
- Insurable by the library's insurance carrier.
- Must successfully pass a background check.

**Please email your resume to [directorgcpl@mewsbb.com](mailto:directorgcpl@mewsbb.com)**