

Senior Library Assistant - Bookmobile

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled administrative support work providing assistance to library patrons via the library system's bookmobile, and related work as apparent or assigned. Work is performed under the immediate supervision of the Branch Manager-Bookmobile. Limited oversight is exercised over assigned library staff and volunteers in the absence of the branch management. Active participation in the implementation of the library's Long-Range Plan is expected of all employees of Blackwater Regional Library as it relates to their job descriptions. Employees are expected to set and accomplish goals for job performance annually as part of the Long-Range Plan.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Essential Functions

- Opens and closes Bookmobile during normal hours in the absence of the manager
- Drives the bookmobile; loads and unloads materials on and off of vehicle; makes stops; accesses satellite and links computer with server; stows dish and disconnects server at each stop; fuels vehicle and maintains its appearance
- Assists patrons at circulation desk; collects fines and fees; verifies monies collected; issues library cards; accepts and fills patron requests for materials
- Checks in materials and routes to next patron, holds or shelves items; dates and marks materials
- Provides readers' advisory
- Disseminates materials to patrons
- Assists Bookmobile Manager with all bookmobile programs
- May be in charge of Bookmobile operations in the absence of the Bookmobile Manager
- Assists patrons with carrying materials on and off the bookmobile
- Maintains statistics regarding patrons
- Prepares a variety of monthly branch reports
- Provides general clerical support; types and prepares various documents including correspondence, reports, etc
- Repairs materials as needed
- Reads shelves to locate misplaced items; returns to appropriate location
- Cleans and maintains the appearance and functionality of the bookmobile

Knowledge, Skills and Abilities

General knowledge of the procedures, practices, methods, techniques and equipment of a public library; general knowledge of the geography of the area served and location of important buildings; some knowledge of office terminology, procedures and equipment; ability to understand and follow oral and written instructions; ability to operate large automotive vehicles safely; ability to use mobile communication technology; skill in the use of library equipment; ability to work independently or as part of a team; ability to interact with a diverse population; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Associates Degree with coursework in liberal arts, or related field, and moderate experience in a library including public contact, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, occasional exertion of up to 25 pounds of force, and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires standing, walking, climbing or balancing and stooping, kneeling, crouching or crawling; work requires close vision, distance vision and peripheral vision; vocal communication is

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of an appropriate driver's license valid in the Commonwealth of Virginia

Proof of a satisfactory driving record