

# Senior Library Assistant – Bookmobile and Outreach Services

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

Operates the Bookmobile and Outreach Services during normal hours in the absence of the manager  
Drives the Bookmobile; loads and unloads materials and carts; makes stops and attends events; 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 and Outreach Services Manager with planning and scheduling all programs and events; assists with setup at events (tents, tables, carts, computers, etc)  
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

## 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 25 pounds of force, occasional exertion of up to 100 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 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

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

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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