

Library Associate - Bookmobile

Department: Bookmobile Services
Level Three-Library Associate
Full-time: 37.5 HPW
Salary: \$12.67 – 19.57

Supervisor: Fleet Manager
Schedule: Variable including evenings
Non-Exempt/Hourly
Date Written/Revised: January 2025

Job Summary:

The Library Associate - Bookmobile will be an integral member of the Bookmobile Department, providing bookmobile and outreach services to patrons of all ages in a variety of settings.

Principle Duties:

- Drive bookmobile on assigned routes and to community events
- Serve patrons in a courteous, professional manner
- Register patrons for library cards and provide account information at patron request
- Re-shelve and restock materials on the bookmobiles and help maintain the bookmobile collection
- Answer directional and basic reference questions and facilitate the ordering and delivery of requested materials
- Check in and check out materials
- Assist patrons in finding materials to match reading interests
- Collaborate with Bookmobile Department to develop, maintain, and post the seasonal bookmobile route schedule
- May plan and conduct library programming on the bookmobile
- Perform regular maintenance to ensure that the bookmobile is road worthy and clean
- Clean and repair library materials as needed

Knowledge & Abilities:

- Knowledge and experience in operating a bookmobile, bus, or other large vehicle (~ 34 feet long)
- Experience with computers and other common office equipment
- Ability to
 - Ride on and work in a bookmobile vehicle
 - Maintain regular attendance and work a varying schedule including evenings and occasional weekends
 - Work with limited supervision in a fast paced environment
 - Maintain composure in stressful work situations
 - Alphabetize and perform basic math
 - Communicate effectively both orally and in writing with patrons and co-workers
 - Learn reference and reader's advisory techniques to provide direct library service to patrons
 - Deal tactfully and courteously with the public
 - Work well with co-workers and the public in a confined work area
- Requires physical agility and strength to bend, reach, lift and carry 30 lbs. up to 60% of the time; including moderate use of a computer terminal
- Perform related work as required

Education/Certification/Demonstrated Skill Requirements:

- High School Diploma or equivalent

- Valid Ohio Driver's license and clean drivers abstract

Working Conditions:

- Minor exposure (up to 30% of work time) to fumes, odors, dusts, oil/grease and dirt
- Moderate exposure to changing temperatures (20 to 60% of work time)
- Sufficient noise 20 - 60% of working time, from equipment utilized to control environment, to cause mild discomfort
- Extensive local travel; majority of time will be spent traveling on the bookmobile

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

Employee Signature

Date