



## Job Description Bookmobile Driver/Clerk

**Department:** Outreach Services  
**Reports To:** Outreach Supervisor  
**Job Classification:** Full-Time, Regular, Non-Exempt, Salary Range \$11.00-\$18.00/hour

**Job Summary:** The Bookmobile Driver/Clerk prepares and drives the Bookmobile to and from public and private schools, daycares, preschools, senior sites, and community stops; provides library service and interacts with personnel at designated sites/facilities; assists with basic maintenance of the bookmobile, and provides clerical support to the Outreach Supervisor.

**Mission:** We will serve our community by providing fun and educational experiences through our customer-focused staff and technology. The Bookmobile Driver/Clerk supports that mission by ensuring that members of the community (who are unable to come into the Library) have access to that same world of ideas and information via bookmobile and outreach services.

**Personal & Professional Attributes:** All Licking County Library employees are expected to exercise sensitivity when working with others, display common sense and good judgment, actively promote the Library to the public, uphold the highest level of confidentiality, honesty and integrity, and represent the Library in a positive and professional manner at all times.

**Core Technology Competencies:** All Licking County Library employees must have a demonstrated working knowledge of computer operations, standard office equipment (copiers, faxes, etc.) and must be able to perform simple searches on the Library's online catalog. In addition, all employees must be able to prepare basic documents using a word processing program and have the ability to comprehend and explain to others all Library services including those relating to e-media and e-media devices.

**General Requirements:** Along with the commitment and desire to provide excellent service to library patrons, all Licking County Library employees must have the ability to maintain predictable and regular attendance, work a flexible schedule including daytime, evening and weekend hours, communicate, comprehend and follow Library policy and procedure and develop and maintain positive working relationships with all internal and external stakeholders. All employees must be able to understand library wide operations, satisfactorily perform all of the responsibilities associated with a specific job title and meet the physical requirements of that same job title. All employees must have the ability to alphabetize and perform basic math operations. In addition, all employees must have the ability to work according to the priorities as established by Library Administration and/or the Library Board of Trustees and to adapt to change as necessary.

### **Minimum Education, Experience, and Licensing Requirements:**

- High school diploma or equivalent required.
- Associates Degree preferred or an equivalent combination of appropriate education, experience, and training.
- Public library experience preferred.
- Valid Ohio Commercial Driver's License (CDL).
- Insurable by the Library's insurance carrier.
- Experience in driving a bookmobile (~ 35 feet long), a school bus, or similarly sized straight chassis vehicle.
- Must successfully pass a background check.

## **Minimum Knowledge, Skills, Abilities, and Other Characteristics**

- Show enthusiasm and commitment to excellent customer service, genuine public service orientation and ability to work with all age groups and diverse populations of customers.
- Stay abreast of emerging technologies and media trends and embrace innovation and experimentation with technology related tools.
- Maintain an awareness of developments in the field of public library service.
- Excellent verbal, written, and telephone skills.
- Ability to follow verbal and written instructions.
- Ability to establish and maintain effective relationships with patrons, staff, and the general public.
- Keyboarding, filing, basic math, and alphabetizing skills.
- Ability to operate Library computer terminal and other equipment.
- Ability to perform several tasks simultaneously and under pressure.
- Ability to work independently and with a team.
- Ability to perform detail-oriented duties accurately.
- Ability to organize and prioritize workload.
- Knowledge of and ability to communicate library policies, procedures, and techniques to the public.
- Ability to maintain confidentiality of information handled.
- Ability to recognize and respond to potential dangers to patrons and staff.
- Ability to drive safely and stay alert.
- Ability to ride and work in bookmobile.
- Ability and willingness to work in correctional facilities and with patrons with specials needs.
- Ability to hear, see, and respond to alarms and intercom announcements at correctional facilities.
- Ability to use Microsoft Office Suite and other software.
- Ability to perform the physical activities associated with this job.
- Flexibility in scheduling in regards to length of work day.

## **Essential Duties:**

- Providing exemplary customer service to patrons by answering directional and reference questions, providing reader advisory services, locating materials, processing hold requests, monitoring behavior of library and bookmobile users, and ensuring that the bookmobile and/or library is neat and orderly.
- Prepare marketing materials as they relate to the department programs and services (i.e. flyers, press releases).
- Identifies routes, drives, maneuvers, parks, monitors, secures, and assists patrons on and off of bookmobile.
- Performs and arranges for bookmobile maintenance including fuel, fluids, filters, interior/exterior washing, removal of snow and ice, etc.
- Communicates with facility contacts, patrons, co-workers, and supervisor regarding cancellations or other changes in service.
- Performs all duties associated with the circulation of library materials (checking in/out, issuing refunds, issuing cards, distributing and collecting forms, entering information, resolving problems, accepting payments and depositing money, mending, preparing magazines, withdrawing materials, sorting, packing, tagging, weeding, loading and unloading, shelf reading, typing, filing, mailing, copying, replenishing supplies, select materials for relocation, repairing, etc.)
- Initiating Inter-library loan requests by verifying materials not in library consortium and placing request.
- Assists Outreach Supervisor by maintaining route descriptions for substitute drivers, offering suggestions for service improvements, schedules and/or materials, and training and/or direct the activities of new Bookmobile Clerks and/or Volunteers.
- Working as Substitute Clerk as needed at any Licking County Library location.
- All other duties as needed or as assigned.

## **Additional Duties:**

- May participate in planning and implementing programs for Outreach and/or bookmobile.
- May fill photocopier and other equipment with paper and toner and clear paper jams.
- May attend library continuing education activities or represent Library at conferences, area activities, or events.
- May represent library at community outreach events such as parades, festivals, etc.

**JOB TITLE:** Bookmobile Driver/Clerk

**PHYSICAL DEMANDS WORKSHEET**

STRENGTH		MOBILITY		SENSORY/PERCEPTUAL	
<b>Lifting</b>	Yes	Throwing	No	<b>Hearing</b>	
Maximum Weight	40lb	Sitting	Yes	Conversation	Yes
<b>Pushing</b>	Yes	Standing	Yes	Sounds	Yes
Maximum Weight	300lb	Walking	Yes	<b>Vision</b>	
Carrying	Yes	Climbing	Yes	Far	Yes
Gripping	Yes	Stooping	Yes	Near	Yes
Pulling	Yes	Bending	Yes	Color	Yes
		Crouching	Yes	Depth	Yes
<b>Reaching</b>		Kneeling	Yes	<b>Perception</b>	
Above shoulders	Yes	Crawling	Yes	Spatial	Yes
To Floor Level	Yes	Twisting	Yes	Form	Yes
		Balancing	Yes	Feeling	Yes

WORK ENVIRONMENT				ACCESSIBILITY	
Inside Work	Yes	Traveling	Yes	Doors	Yes
Outside Work	Yes	Working Alone	Yes	Aisles	Yes
Hot/Cold	Yes	Working in a Group	Yes	Tables	Yes
Fumes	Yes	Interacting w/Public	Yes	Telephones	Yes
<b>Hazards</b>				Staff Room	Yes
Machines	Yes	<b>Operate</b>		Public Restrooms	Yes
Electrical	Yes	Equipment	Yes	Drinking Fountain	Yes
Sharp Tools	Yes	Telephone	Yes	Parking	Yes
Slippery Floors	Yes	Computer	Yes		
Congestion	Yes				
Heat/Cold	Yes				
Dust/Vapor	Yes				

**Understanding & Agreement:** The job description reflects the general information considered necessary to describe the essential functions of the job, and shall not be construed as an exhaustive statement of duties, responsibilities, or requirements that may be inherent in the job. It is not intended to limit or modify the right of any supervisor to assign, direct, or control the work of employees under her/his supervision. The use of a particular expression describing duties shall not be held to exclude other duties not mentioned that are similar kind or level of difficulty.

**Revised:** June 1, 2012  
**Board Approved:** September 7, 2012

I understand and will effectively perform the duties & requirements specified in this job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date