

Hancock County Public Library Job Descriptions

Job Title: Bookmobile Librarian

Department: Outreach

Reports To: Library Director or Circulation Manager

Created: July 20, 2020

Summary

The Bookmobile Librarian extends library service to patrons living in Hancock County. Particular areas of concentration are the remote areas of the county, shut-ins, elderly, and preschools/daycares. The Bookmobile Librarian drives the bookmobile and assists in providing library services in the mobile library by performing the following duties: answering patrons' questions, receiving and checking out materials, maintaining the collection in a neat and organized order, and shelving materials. Participate and assist in planning and implementation of programs sponsored by the library such as reader advisory, used books sales, computer instruction, public relations events, and/or outreach programs. Record monthly statistics on circulation and the number of people visiting the bookmobile and use that information to prepare monthly board report. Work in the library when not on route and provide back up coverage for other staff as needed. Work cooperatively and show respect to all staff at all times.

Supports the library's mission by: (1) assisting customers in the use of the library resources and services (2) carrying out circulation procedures and assisting other library staff with a variety of library and collection maintenance tasks.

This full-time or part-time position requires some evening and weekend work.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Drives bookmobile to specified locations on predetermined schedule.

Maintain a pleasant, helpful, and friendly attitude at all times while keeping order on the bookmobile.

Maintains, receives check outs, and shelves or restock library materials. Selection of material should be kept up to date, should include a variety of subjects and interests, & should be kept in logical order according to the Dewey Decimal System.

Assists in planning library-sponsored programs, such as outreach programs and uses creativity and knowledge to develop new and interesting programs and opportunities for patrons.

Record requests for and arranges reservation or delivery of special materials from either the main library or branch.

Searches library's online catalog for requested materials, including reference sources and personally follows through on getting those items ready for patrons.

Assists those who have difficulty getting into the vehicle or clear a path for their safety.

Delivers materials directly to patrons.

Submit ideas, bookmobile stop updates, and patron concerns to Library Director.

Compiles reports of mileage, number of items checked out, expenditure records, and accurate monthly reports.

Arranges for and keeps track of regular maintenance to bookmobile and its equipment. Keep Director informed of what's needed in order to keep the Bookmobile running and in good shape.

Secondary:

Carries out Circulation Clerk responsibilities, as required. Assist in library on days when you're not on the route.

Performs related work as required and assigned for the efficient and effective operation of the library.

Other Duties & Responsibilities:

Attend workshops and continuing education opportunities for certification renewal, professional and personal growth.

Maintain certification records that are complete, concise, and accurate and submit Annual Summation to the Regional Office by July 15th each year.

Attend library staff meetings and staff development days.

Perform assigned tasks and other duties as requested by the Library Director.

Skills, Knowledge, Abilities:

Must have a valid driver's license and clean driving record.

Knowledge of and commitment to excellent customer service.

Ability to work independently, manage time and resources to achieve results, and appropriately delegate task.

Ability to analyze issues and to exercise good judgement to solve problems and make decisions.

Good interpersonal and communication skills, in person, by phone, and on-line.

Skilled at working cooperatively and collaboratively with customers and staff to achieve results.

Knowledge of cataloging, so that incorrect records are spotted and cataloger is notified.

Ability to train other staff on operation of the bookmobile.

In depth knowledge of library materials and services, both generally and specific to HCPL.

Ability to learn, implement, communicate and recommend library policies and procedures.

Ability to both follow and give oral instructions.

Ability to learn the library's online catalog and automated circulation system, including troubleshooting problems.

Ability to see, read, and understand library catalog information and to apply the information in order to assist patrons.

Ability to stand, walk, use stairs, and use hands to perform tasks the majority of the work day.

Ability to type 20 words per minute and to efficiently and accurately use the computer carry out job responsibilities.

Ability to carry out Circulation Clerk duties and responsibilities. Flexible, adaptable, and able to flourish in a changing environment.

Dependable, motivated self-starter able to work a flexible schedule, including evenings and weekends.

Ability to secure and retain library certification.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Generates creative solutions; Demonstrates attention to detail.

Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Develops project plans; Communicates changes and progress; Completes projects on time and on budget.

Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Displays passion and optimism; Inspires respect and trust; Provides vision and inspiration to peers.

Exhibits confidence in self and others; Accepts feedback from others. Promotes a harassment-free environment.

Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience High School diploma required. Six months to one year related experience and/or training helpful; or equivalent combination of education and experience.

Language Skills Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence legibly. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Technology Skills Ability to utilize word processing programs including Microsoft Office 2010 or higher for developing monthly reports and necessary correspondence. Ability to use iPad, Nook, Kindle, and other mobile devices for instructing patrons and general use.

Certificates Related experience and/or training preferred; or equivalent combination of education and experience. Bookmobile Librarian should obtain and keep current a Paraprofessional Certificate as required by the Kentucky Department for Libraries & Archives. Information on the requirements for this certificate is available upon request.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is required to safely drive the bookmobile; the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and talk or hear. The employee is frequently required to stand; stoop, kneel, crouch, or crawl and taste or smell. The employee is frequently required to sit. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate.