**Position Title: Bookmobile Circulation Library Assistant II**

Reports to: Bookmobile Head and Circulation Department Head

Position Type: Full-time

Hourly Rate: $16.80

Retirement: Maryland State Retirement Agency

 Employees’ contribution 7%

**QUALIFICATIONS**

* High school diploma or GED
* Possession of valid driver’s license, a good driving record
* Insurable by the Library’s insurance carrier.
* Experience in driving a bookmobile type vehicle (35 feet long), a school bus or similarly sized straight chassis vehicle.
* Previous customer service experience required.
* Must have reliable transportation.
* Criminal background checks are conducted post-job offer. Results of background checks may affect employment decision.

GENERAL RESPONSIBLITIES

 Prepares and drives the Bookmobile to and from public and private schools, daycares, preschools, senior sites, and community stops. Perform basic maintenance of the bookmobile. Provides clerical support and reports to Associate Librarian II in charge. Performs responsible para-professional work in the public library.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

* Ability to follow simple written and verbal directions; ability to lift in excess of 50 lbs. with or without reasonable accommodation;
* Good command of English language oral and written communication skills; reading and comprehension.
* Good visual skills
* Basic computer and internet/e-mail.
* Consistently present the Washington County Free Library and its services in a positive manner.
* Follow the library’s written general and departmental-specific standards and personnel policies.
* Work effectively as a team member.
* Deal effectively with a wide variety of patrons.
* Work effectively under pressure.
* Perform basic clerical tasks relevant to position.
* Work independently and make sound decisions.
* Handle physical aspect of position which include, but not limited to: dexterity required for driving and climbing on/off bookmobile, shelving materials, manual dexterity required for computer work, and lifting up to 50 lbs.
* Vehicle maintenance

**ESSENTIAL TASKS**

* Operates bookmobile in accordance with safety regulations and state laws.
* Opens, monitors, and secures bookmobile as assigned.
* Performs routine bookmobile maintenance, such as fueling, checking fluids, and general cleaning.
* Performs routine circulation tasks connected with the department(s) services.
* Stock bookmobile with appropriate collection, materials, and supplies for scheduled stops.
* Shelves materials on bookmobile stack room and the Circulation DVD area.
* Work at media service desk checking in, discharge and checking out library material.
* Searches, at customer’s request, for items checked out and fines owed.
* Answer directional questions from customers.
* Maintain order in media area including tables and stacks.
* Does simple bibliographic searching/place holds.
* Reads and straightens shelves.
* Other duties as assigned.
* Attend department(s), general staff and other appropriate meetings and workshops.

**PHYSICAL ACTIVITIES**

While performing the duties of this job, the Bookmobile Driver reaches with arms, bends, stoops, kneels; uses hands, fingers, sight, hearing, and verbal communication; lifts, moves, and/or manipulates bulky items and/or book bags weighing up to 50 pounds; and pushes/pulls a fully loaded wheeled book cart

Weighting up to 200 pounds and drives a motor vehicle. This position involves a mix of standing/walking and sitting while performing job duties. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, heart, handle or feel objects and controls. Typical office environment. Ability to work in confined spaces.

8/2015