



HUMAN RESOURCES

POSITION DESCRIPTION

We believe that each employee makes a significant contribution that should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to our patrons.

Job Title: **Bookmobile Services Specialist**
Location: Riverside
Reports To: Regional Branch Manager
Last Revision Date: 07/2023

PURPOSE

The Bookmobile Services Specialist actively supports the Library’s mission and objectives in the delivery of patron services through performing tasks and administrative support duties. This position performs various duties to support Bookmobile operation and services while providing assistance to patrons. This position will serve as a driver for the Bookmobile. Duties are routine in nature and are carried out in accordance with written and oral instruction. Duties include, but not limited to, those listed below.

NATURE & SCOPE

This position’s primary responsibilities consist of a wide variety of activities performed within a number of assigned standard departmental procedures. This position reports directly to the Regional Branch Manager who reviews work through observation, consultation, and analysis of completed work and periodic conferences. May receive technical supervision, which includes task assignment and scheduling from the Bookmobile Services Coordinator as directed by the Regional Branch Manager.

ORGANIZATION PLACEMENT DIAGRAM



QUALIFICATION GUIDELINES

Education	Experience
Essential	
High school diploma or G.E.D.	Proven skills for general computer use, including Microsoft Office software, the internet, general office and library equipment. Valid Drivers License
Preferred	
	Previous experience working in a public library or experience interacting with the public. Public Library Bookmobile experience.
Ability to:	

- Effectively perform the major duties and responsibilities of the position.
- Deal with the public tactfully and courteously.
- Demonstrate good judgment in making decisions in accordance with regulations and established policies.
- Establish, maintain, and foster positive, harmonious, and effective working relationships.
- Interact and communicate effectively both orally and in writing.
- Work in a team environment.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This job description will be reviewed periodically as duties and responsibilities change if necessary. Essential job functions are subject to modification



HUMAN RESOURCES

POSITION DESCRIPTION

We believe that each employee makes a significant contribution that should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to our patrons.

- Work independently without close supervision, and complete tasks in a timely manner.
- Maintain a regular and reliable level of attendance.
- Travel to and from work locations as requested.
- Apply and explain Library policies and procedures related to work assignment.
- Work a flexible schedule, which includes Sundays, weekends and evenings.

PRIMARY ACCOUNTABILITIES

- Serves as a back-up driver for the Bookmobile. Drives on a regular basis to maintain skillset.
- Assists with planning Bookmobile schedule; tracks and reports statistics as assigned.
- Promotes Library's programs and services.
- Restocks and maintains the Bookmobile collection as assigned, including shelving, shelf-reading and weeding recommended titles.
- Assists with programs, special events and activities, as directed.
- Processes new materials, rotating materials, weeds and discards.
- Processes collection maintenance reports.
- Maintains and orders Bookmobile supplies; maintains Bookmobile office and files.
- Performs all circulation functions (including charge, discharge, registration, holds, bills and procedures related to backup system/software); answers reference and informational questions; and provides readers' advisory to all Bookmobile patrons.
- Creates displays to promote the collection and activities of the Bookmobile.
- Assists with routine Bookmobile maintenance and cleaning.
- Carries out any other duties within the scope, spirit and purpose of the job.
- Substitutes, if assigned, for other staff during temporary absences by performing specified duties and responsibilities essential to maintain continuity of service in the Eastern Region.

ESSENTIAL ABILITIES

- ◇ Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor, community, vendors, employees, and general public.
- ◇ Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of materials, written correspondence, reports, requests for proposals, specifications and related materials in both electronic and hard copy form.
- ◇ Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a keyboard and process library materials.
- ◇ Ability to learn and carry out the primary accountabilities of the assigned position.
- ◇ Ability to maintain body equilibrium to prevent falling when walking, standing, or crouching.
- ◇ Ability to get and keep a Driver's License and maintain a safe driving record.
- ◇ Ability to comprehend and sustain fundamental principles of library services, to include open access to library materials and privacy rights of patrons.

All positions at the KCPL require a criminal background check.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform primary accountabilities of this job. This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This job description will be reviewed periodically as duties and responsibilities change if necessary. Essential job functions are subject to modification