

## ***Bookmobile Assistant***

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**Immediate Supervisor:** Bookmobile Librarian

**Overview:** Supports the library's mission by meeting the needs of library and bookmobile patrons in a timely and professional manner, by shelving library materials accurately and efficiently, and by assisting library staff with various clerical and housekeeping tasks as assigned.

### **Job Duties and Responsibilities:**

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#### **Primary:**

- Assists the Bookmobile Librarian in providing outreach library services in the community
- Sorts, organizes, and shelves library materials in their proper order
- Assists patrons with questions in a professional manner
- Correctly transfers library materials to and from the bookmobile as needed
- Interprets the library's mission, policies, and procedures in a customer-responsive manner
- Assists in keeping the bookmobile neat and orderly

#### **Secondary:**

- May assist with library displays and programs
- May assist with collection maintenance
- May drive the bookmobile on routes in the Bookmobile Librarian's absence or as needed
- Performs related work as required and assigned for effective operation of the bookmobile and library

### **Skills, Knowledge, Abilities:**

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- Knowledge of and commitment to excellent customer service
- Good interpersonal and communication skills
- Skilled at working cooperatively and collaboratively with customers and staff to achieve results
- General knowledge of library services and collections
- Ability to understand and follow oral and written instructions
- Ability to see, read, and understand titles, call numbers, and dates
- Ability to quickly and accurately sort by alphabetical, numerical, chronological, or Dewey Decimal order
- Able to stand, walk, and use hands to perform tasks the majority of the work day
- Ability to manipulate loaded book carts, reach shelves, and manipulate library materials
- Ability to use the library's automated circulation system, online catalog, and other online databases
- Ability to operate a personal computer, telephone, and other office equipment
- Dependable, flexible, adaptable, and able to flourish in a changing environment

### **Education and Experience:**

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- *Minimum Education:* Two years of high school education and currently enrolled in high school or equivalent.
- Comfortable working with the public, others, and technology.
- Must have a valid driver's license and good driving record.