

Henderson County Public Library District

Mobile Library Associate

Job Description

JOB SUMMARY:

The Mobile Library Associate provides mobile library service and programming to the residents of Henderson County, Kentucky.

GENERAL DUTIES AND RESPONSIBILITIES:

- Maintain good relations with the public and staff.
- Follow policies and procedures consistently.
- Attend and participate in meetings, workshops, and conferences as appropriate.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Drive a library vehicle to regularly scheduled stops and outreach sites.
- Responsible for keeping library vehicles in good working order through routine maintenance and daily inspection.
- Must maintain a safe driving record.
- Must report vehicle problems, accidents, etc. to a supervisor immediately.
- Plan and develop the homebound delivery service including a regular schedule.
- Work with Mobile Library Manager on issues of library policy and procedure that relate to the homebound delivery service.
- Provide excellent customer service and a safe and welcoming atmosphere for adults, teens, and children.
- Provide library services in a variety of settings including private homes, nursing and assisted living facilities, schools, and childcare centers.
- Answer reference and reader's advisory questions.
- Process patron requests for specific materials.
- Serve as the Mobile Library driver in the Bookmobile Manager's absence.
- Provide support materials to instructional sites by selecting materials, developing bibliographies, ordering materials, and compiling a list of websites that have lesson plans in support of routinely requested thematic units.
- Circulate materials using library automation equipment
- Stay informed about issues, trends, and news affecting mobile outreach service.

PHYSICAL REQUIREMENTS:

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee is regularly required to stand; sit; walk; climb steps; use hands to finger, handle,

or feel objects, tools or controls; reach with hands and arms; talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be comfortable maneuvering in a space that is approximately five (5) feet, ten (10) inches tall.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree or a combination of education and experience required.
- Public library experience is preferred.
- Public service experience is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to skillfully operate motor vehicles (including oversized vehicles) in a variety of traffic and weather-related road conditions and manage vehicular emergencies.
- Ability to calmly manage vehicular emergencies.
- Broad knowledge of popular literature, authors, and genres for adults, teens, and children.
- Must be able to work effectively while unsupervised.
- Ability to organize work, set priorities, use time effectively, and meet deadlines.
- Excellent written and verbal communication skills.
- Ability to multi-task and work with frequent interruptions.
- Ability to analyze and to creatively solve problems related to the position.
- Ability to interact with people of varying personalities and ages in a variety of situations.
- Ability to learn and operate the library automated system with a high degree of efficiency.
- Flexible, adaptable, and able to flourish in a changing environment.

WORK SCHEDULE:

This is a full-time, non-exempt position that requires 39.5 hours per week. Schedule may include mornings, afternoons, evenings, and weekends.

SPECIAL REQUIREMENTS:

- Valid driver's license and good driving record without any of the following convictions:
 - Driving under the influence of alcohol or drugs;
 - Reckless driving; and
 - A moving violation related to a fatal crash.
- Requires the appropriate certification from the Kentucky Board for the Certification of Librarians.
- Requires a clear background check.

SUPERVISORS:

Mobile Library Manager, Library Director