

# Henderson County Public Library District

## Mobile Library Associate Job Description

### JOB SUMMARY:

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The Mobile Library Associate provides exemplary customer service to residents of Henderson County, Kentucky. Represents the library in the community and independently drives and operates library vehicles. Facilitates various library delivery services.

### GENERAL DUTIES AND RESPONSIBILITIES:

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- Maintain good relations with public and staff.
- Follow policies and procedures consistently.
- Serve as a member of library committees as assigned.
- Attend and participate in meetings, workshops, and conferences as appropriate.
- Perform other duties as assigned.

### SPECIFIC DUTIES AND RESPONSIBILITIES:

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- Assist Mobile Library Manager with the planning and implementing of homebound and other delivery services to residents of Henderson County.
- Greet and assist library users employing effective customer service skills.
- Perform general circulation functions: check-in, check-out, and renewal of materials.
- Process library card applications.
- Assist with the rotation of bookmobile inventory.
- Use Reader's Advisory skills to assist library users with selecting popular and recreational reading, viewing, and listening choices in a variety of formats.
- Participate in planning and implementation of library programs and other outreach efforts. These programs may include children, family, and adult programs.
- Conduct programs (storytimes, booktalks, and/or STEM-related programs) that offer information, special skills, or entertainment for children and their families and/or caregivers.
- Provide support materials to instructional sites by selecting materials, developing bibliographies, ordering materials, and compiling a list of websites which have lesson plans in support of routinely requested thematic units.
- Connect residents with resources that encourage reading and/or lifelong learning.
- Build and maintain partnerships with organizations in Henderson County.
- Drive a library vehicle to regularly scheduled stops and outreach sites. May be required to drive personal vehicle if library vehicles are unavailable.
- Must maintain a safe driving record.
- Keep interior of library vehicles clean and orderly.
- Ensure the vehicles are in good working order by performing daily inspections,

- refueling the vehicle on a regular basis, and report any mechanical issues to manager.
- Stay informed about issues, trends, and news affecting mobile outreach service.
- Recognize and address the diverse nature of the library's patrons and community.
- Respect the confidentiality of library users and records.
- Work in other library departments as needed.

#### PHYSICAL REQUIREMENTS:

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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; and 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:

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- High school diploma or equivalent required. Bachelor's degree or a combination of some post-secondary education and experience preferred.
- Public library experience preferred.
- Public service experience required.
- Working knowledge of computers required.

#### KNOWLEDGE, SKILLS AND ABILITIES:

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- Knowledge of how to conduct a storytime appropriate for preschool children using stories, songs, finger plays, action rhymes, puppets, etc.
- Broad knowledge of popular literature, authors and genres for adults, teens and children.
- Must be able to effectively work unsupervised.
- Excellent written and verbal communication skills.
- Flexible, adaptable, and able to flourish in a changing environment.
- Cross-training in order to perform other duties and responsibilities is required.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, correspondence, memos, and procedure manuals.
- 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 work cooperatively with co-workers, both within the department and the library at-large.
- Ability to communicate effectively with public and staff while maintaining effective and courteous public relations at a written and verbal vocabulary level commensurate with position requirements.
- Ability to organize work, set priorities, use time effectively, and meet deadlines.
- 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 library automated system with high degree of efficiency.

#### WORK SCHEDULE:

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This is a full-time position that requires 40 hours per week. Varied schedules may include mornings, afternoons, evenings and weekends. Dependability and diligent attendance are required.

#### SPECIAL REQUIREMENTS:

- Valid Kentucky 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.
- "Good" shall be defined as:
  - A driving record without any negative driving points; and
  - A maximum of one driving offense within the past two years.
- Requires the appropriate certification from the Kentucky Board for the Certification of Librarians.

#### SUPERVISORS:

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Mobile Library Manager, Library Director, and Associate Director