

BOOKMOBILE LIBRARY ASSISTANT**DEFINITION**

Under general and remote supervision of the County Librarian or designee, to be responsible for the daily operations and services of a Bookmobile; to perform a variety of patron and circulation assistance in the County library system; to perform general library assistance duties; to perform the safe operation of and maintenance of the vehicle in compliance with all traffic regulations and rules; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an entry level Library Assistant classification. Incumbents learn and perform a variety of Library support functions including basic patron and circulation assistance, as well as the safe operations of the bookmobile vehicle. They are expected to become familiar with the policies, functions, and operations of the County library system, be capable of providing help and instruction to library patrons, assist patrons while boarding and unloading, and be aware of passenger's comfort. They are to perform required safety inspections of the vehicle.

REPORTS TO

County Librarian

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide work coordination and lead direction for volunteers and substitute Bookmobile Library Assistants.

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EXAMPLES OF DUTIES

- Learns library procedures and functions and provides patron assistance in the use of Library facilities and resources.
- Learns circulation desk procedures and policies and performs circulation desk functions such as checking out material for circulation, issuing library cards, and collecting monies for overdue and damaged materials.
- Provides patron assistance with research, use of library resources and catalogs, and answers questions.
- Updates collection through weeding and collection rotations. Assists with the rotation of the bookmobile and storage inventory.
- Plans and conducts programs such as story time and follows directions from Headquarters on system-wide programs like the summer reading program. Programs may be completed outside of the bookmobile and at other approved locations. Conducts tours.
- May receive and transmit patron requests for materials and information.
- Compiles information for statistical summaries and reports.
- Assists with book repair and mending.
- Re-shelves returned material.
- Prepares periodicals and materials for patron use.
- Updates collection lists and other records.
- Performs a variety of office support functions for the Plumas County Library System.
- Maintains account records, including monies collected.
- Prepares marketing materials as they relate to the department programs and services (i.e. flyers, press releases).
- Maintains close contact with the main library, particularly regarding reference questions and the coordination of circulated materials between the main library and the respective outlet.
- Attends workshops and trainings to update staff library knowledge and skills.
- Prepares displays.
- Develops and maintains rapport with community organizations. Acts as a liaison to local Friends of the Library organizations and other local and state agencies, nonprofits, and organizations.
- Ensures proper repair and maintenance of the vehicle, furniture, and equipment and performs required safety inspections.
- Brings vehicle in for maintenance; may be required to drive the vehicle outside the county for dealer maintenance.
- Has responsibility for vehicle security.

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- Ensures the safety of patrons when approaching, boarding, and unloading, assists passengers while boarding and unloading, and operates the wheelchair lift when relevant.
- Maintains required records and logs for the vehicle and accurately follows regulations and guidelines. Immediately communicates vehicle issues.
- Follows designated schedule, stop locations, and directions from the County Librarian.
- Keeps the interior of the bookmobile clean and orderly.
- If relevant, picks up or drops off library materials from book drops or additional locations prior to returning to the library.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 50 lbs.; reach, climb, bend, stoop, twist, crouch, grasp, crawl, and kneel to secure wheelchairs, conduct vehicle inspections, and get in and out of the vehicle repeatedly; make repetitive hand movements above and below shoulder level in the performance of daily duties; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and printers; can operate a large vehicle for long distances; can rotate the collection of books.

TYPICAL WORKING CONDITIONS

Work is typically performed inside the vehicle; occasionally works outside or indoors at other locations; continuous contact with staff and the public; driving long distances.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Library procedures and methods
- Library reference resources
- Correct English usage, spelling, grammar, and punctuation
- Modern office methods, practices, and procedures
- Maintenance of filing and information retrieval systems
- Computer applications for library services
- Basic mathematics for patron account calculations
- Public relations and customer service

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- Safe driving practices and the California Motor Vehicle Code applicable to the operation of vehicles
- Safe lifting techniques
- General preventative maintenance and requirements of automotive equipment

Ability to:

- Learn library operations, functions, and policies
- Learn and perform library and circulation assistance assignments, and a variety of Library support assignments
- Interpret, explain, and apply library policies and methods
- Respect the confidentiality of library users and records
- Make arithmetical calculations, and perform basic cash and credit card handling
- Perform a variety of typing, filing, and office support assignments
- Maintain accurate records and prepare reports
- Assign job tasks to volunteers and substitutes
- Effectively represent library services with the public
- Establish and maintain cooperative working relationships
- Drive and operate a vehicle and secure materials safely and efficiently.
- Track preventative maintenance of department vehicles
- Observe safety as a priority while performing all duties
- Utilize maps and digital navigation tools to plan and follow routes
- Ability to effectively manage vehicular emergencies
- Must be able to work in an enclosed vehicle
- Must be able to work and drive in all types of weather (snow, ice, rain, summer heat)

TRAINING AND EXPERIENCE

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of general office assistance work experience or completion of office skills training courses.

One (1) year of driving experience

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SPECIAL REQUIREMENTS

Must possess a valid Class "C" California Driver's License issued by the Department of Motor Vehicles with a good driving record. The Class "C" License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned and to return to work as ordered in the event of an emergency.