

Bookmobile Driver

Date Prepared: November 2005

Reports to: Bookmobile Manager

Basic Function: Drives the bookmobile and maintains it in excellent working order.

Subordinates: None.

Nature and Scope: This individual is responsible for the safe and efficient operation of the bookmobile. Drives the vehicle to all scheduled stops and to additional stops as needed. Assists in circulating materials to bookmobile patrons and in providing a friendly atmosphere to children and adults.

Principal Accountabilities: Primary driver to all stops. Performs basic maintenance of bookmobile. Performs basic circulation functions. Serves patrons in a courteous and business-like manner.

Essential Duties of the Position: (other duties appropriate to the classification may be assigned as necessary.)

- Drives bookmobile to and from each stop.
- Responsible for scheduling all maintenance for the bookmobile and insuring it is in good mechanical order.
- Keeps bookmobile clean, both inside and outside.
- Proficient in the day to day operation of the bookmobile service to patrons.
- Performs routine circulation duties such as checking books in and out, and re-shelving materials.
- Assists patrons in using the bookmobile collection.
- Assists with the registration of patrons and the issuance of library cards.
- Collects payments for lost and damaged items.
- Responds promptly to patron inquiries and phone calls regarding overdue items, inaccurate notices, blocks on patron cards, etc.
- Restocks shelves as needed.
- Performing basic book repair as needed.
- Performs miscellaneous clerical tasks.
- Assists the manager in weeding the collection.

Acceptable Skills, Knowledge, and Abilities:

- Valid Ohio driver license, good driving record, and ability to drive and maneuver the bookmobile in all weather conditions and on all types of roads.
- Knowledge of basic automobile mechanics.
- Knowledge of city and county roadways.

- Patience and tolerance of all patrons and especially with children.
- Familiarity with computers and keyboarding skills.
- Ability to learn Library routines, rules, procedures, and policies and apply them.
- Familiarity with the Dewey Decimal system.
- Ability to alphabetize quickly.
- Punctuality.
- Ability to work rapidly and when necessary, to multi-task.
- Ability to work the personnel of both public and private schools.
- Neat appearance appropriate for work on the bookmobile.
- Ability to communicate effectively with the public and the Library staff.
- Ability to organize.
- Ability to lift 50 pounds.
- Completion of high school or GED. Some training beyond high school desired.
- Any combination of experience and/or training that provides the required knowledge, skills, and abilities will be considered.