

## **Library Services Outreach/Bookmobile Coordinator:**

*Classified Full Time 36-40hr per week*

*Available Monday – Saturday*

*Education/Experience: High School Diploma or GED, previous related work experience and some postsecondary education, comfortable with technology, willing and able to pursue library certification. Must hold and maintain a valid Kentucky driver's license with excellent driving record.*

**Nature of work:** Performs specialized public service desk duties, extensive collection development duties, committee/project obligations as needed, some light supervisory duties, and coordination of branch level programming activities. Work under minimal supervision with a large degree of independent judgment and action.

### **Job Duties and Demands:**

- Serves as an outreach representative of the library
- Develops a route schedule that takes the Bookmobile to all sections of the county
- Responsible for the bookmobile circulation to include registration of patrons, and circulation and renewal of library materials
- Maintains records of materials loaned and ensures circulation statistics are properly calculated and recorded
- Ensures that the bookmobile collection is neatly maintained and in proper sequence
- Routine mechanical maintenance for the Bookmobile, and maintains up-to-date bookmobile maintenance records which are filed in the library
- Performs collection development for the Bookmobile; coordinating with the Director
- Performs reader's assistance by helping patrons locate material and by suggesting materials in general subject areas
- Plans, designs, and conducts a summer reading program for the school-age children who use the Bookmobile
- Participates in the community events and conduct special programs as appropriate
- Renders assistance in the library during any working hours that the Bookmobile is not scheduled to run or is not operating
- Stays abreast of current library issues to include attendance at appropriate workshops and conferences as approved by the Director
- Certification requirements of the Kentucky Board for the Certification of Librarians will be attained and maintained
- All other duties as assigned by Director
- Drive Bookmobile in rural areas
- Reaching, bending kneeling, crouching, to retrieve and replace library materials
- Movement throughout the Bookmobile and library locating and retrieving materials to assist patrons

- Ability to lift up to 30 pounds and push fully loaded book carts weighing 50 or more pounds
- All physical and mental requirements necessary to maintain a valid Kentucky driver's license
- Ability to develop services to meet community needs
- Publicizes bookmobile routes and through local sources

### **Library Service Responsibilities:**

- Assists patron in the use of library materials and services, including basic reference and readers' advisory services, in person and by phone
- Uses the library's automated system to check materials in/out, process holds and interlibrary loans, register new cardholders, collect fines/fees, and answer inquiries
- Assists customers with the use of library equipment, including but not limited to the online catalog and public computers
- Perform data entry tasks including entering cardholder registration, library databases updates
- Performs activities related to the retrieval of overdue materials, including preparing/sending notices, checking shelves, and responding to questions about overdue notices
- Carries out opening and closing routines including cash drawer
- Catalogs some library materials under the supervision of the Cataloging Specialist
- Provides knowledgeable assistance to local history and genealogy researchers
- Performs duties related to rotating collections, collection maintenance, and physical processing of materials
- Plan and participate in children/teen programs, as well as, other activities for the library.
- Performs related work as required and assigned for the efficient and effective operation of the library
- Assists in keeping library clean and neat
- Knowledge of and commitment to excellent patron service
- Ability to work effectively despite frequent interruptions
- Ability to maintain composure while handling customer complaints
- Good interpersonal and communication skills, in person, by phone, and online
- Skilled at working cooperatively and collaboratively with customers and staff to achieve results
- General knowledge of the library's services and materials, including Dewey Decimal system
- Ability to understand and follow oral and written instructions
- Ability to see, read, and understands catalog records and to apply the information they contain
- Ability to operate and perform routine maintenance on equipment including the telephone, FAX, copier, printer, and other office equipment.
- Able to stand, walk, and use hands to perform tasks the majority of the work day
- Flexible, adaptable, and able to flourish in a changing environment

- Dependable, motivated self-starter able to work a flexible schedule, including evenings and weekends
- Ability to obtain and secure library certification
- Any other duties as assigned by the Director

Physical Demands: The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individual with disabilities to perform the essential functions. Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the workday. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 30 pounds. Proper lifting techniques required. Push and pull fully loaded 50-100 pound book trucks, Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

NOTE: This job description does not necessarily reflect all aspects of the job function. The job description is not a contract between the library and the employee. The Jackson County Public Library is an at will employer. The job description duties may be changed at the discretion of the library and/or the library may request the employee to perform duties that are not listed on the job description.