



## Menominee County Position Description

Position Title	Bookmobile Assistant
Department	Library
Classification	Part Time
FLSA Status	Non-Exempt
Pay Grade	5
Reports To	Outreach Coordinator
Direct Reports	None
Last Updated	05/2024

### Job Summary

The Bookmobile Assistant provides support to the Outreach Coordinator by preparing and procuring any materials needed for outreach programming. Meets needs of school outreach by managing classroom loan rotation. Maintains organization of donated books and materials for various purposes. Serves as a backup for any bookmobile scheduled routes and additional librarian support at schools and programs.

### Essential Functions and Responsibilities

*The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully to be qualified for the position. Other duties may be required and assigned.*

#### Schools and Classroom Loans:

During the school year, each month an average of 50 class loan sets each consisting of 15-24 books are selected, checked out, date stamped, packaged into crates (approx. 35-40 Lbs.) or bags (approx. 15 Lbs.) to be delivered. New student registration and management of student barcodes.

#### Support Outreach Coordinator:

Outreach programming office support- creates handouts and informative materials; copies, prints, cuts for activity/craft, flyers, surveys. Sends faxes and other communications for the Outreach Coordinator. 'Free Libraries' materials (each location rotated monthly)- gathers appropriate qty of 'free' books, magazines, etc. to be delivered along bookmobile route. Several crates of approx. 20 books (35 Lbs.) are prepared and loaded for each delivery to be rotated. Gathers and loads Outreach Coordinator prepared patron bags and crates to be exchanged for each bookmobile trip. Prepares supplies and materials needed for remote programming for adult enrichment, daycare activity, or event. Selects and prepares bookmobile patron extra materials beyond books geared for specific patrons, age groups, interest level, and capabilities.

#### Donation Management/Free Libraries/Book Sale:

Incoming donations are sorted for condition and quality. Then assessed as to if it should be added to the collection, used in 'free libraries', stored for book sale, or gifted back into community via programming. Those not added to the collection are organized in an isle for use as needed. Once the organized isle becomes full, some are boxed in preparation for annual book sale. Free Libraries-select wide variety including children books to be prepared for use in delivery rotation.

**Main Library Duties and Patron Assistance:**

Connects with 9 schools throughout the county to schedule bookmobile visits. Maintains communication with patrons throughout the county that utilize bookmobile services to schedule deliveries and fulfill requests. Circulation duties (Registers new patrons, assisting patrons, book check in and shelve, reference, point). Selects materials for specific purposes. Identifies logical solutions for easier patron use. Supports other library projects. Cleans up and organizes as needed. Seasonal decorating. Book maintenance (cleans and repairs). Summer Reading Program support. Signage as needed. Book displays.

**Minimum Education Qualifications**

**Education and/or Experience Requirements:**

- Highschool diploma or equivalent.
- Public Service Experience

**Licenses, Certifications, and Other Requirements:**

- Chauffeur License – Michigan.

**Preferred Knowledge, Skills, and Abilities Qualifications or ability to learn**

*In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.*

- A. Library Operations Knowledge: Understanding of library operations, including cataloging, circulation procedures, shelving, and basic library classification systems (e.g., Dewey Decimal Classification or Library of Congress Classification). Knowledge of library policies and procedures is also important.
- B. Customer Service Skills: Strong customer service skills are essential for interacting with patrons of all ages and backgrounds. Bookmobile Assistants should be friendly, approachable, and able to assist patrons with finding materials, answering questions, and providing information about library services.
- C. Communication Skills: Effective communication skills, both verbal and written, are important for conveying information to patrons, coworkers, and library administration. Bookmobile Assistants must be able to communicate clearly and professionally in person, over the phone, and via email or other communication channels.
- D. Organizational Skills: The ability to organize library materials, maintain order on the bookmobile, and keep track of circulation records is crucial. Bookmobile Assistants must ensure that books, media, and other materials are properly shelved, arranged, and accounted for during mobile library visits.
- E. Technology Proficiency: Familiarity with library automation systems, circulation software, and digital resources is beneficial. Bookmobile Assistants may need to assist patrons with using library computers, accessing online catalogs, and troubleshooting basic technology issues.
- F. Driving Skills: Depending on the job requirements, Bookmobile Assistants must have a valid driver's license and good driving skills to operate the bookmobile safely and navigate various routes in the community.
- G. Flexibility and Adaptability: Bookmobile Assistants should be adaptable to changing schedules, locations, and patron needs. They may work in different neighborhoods, schools, or community centers and must be flexible in their approach to delivering library services.
- H. Teamwork: Collaboration with other library staff, volunteers, and community partners is important. Bookmobile Assistants may work as part of a team to plan outreach events, coordinate bookmobile stops, and promote library programs and services.

- I. Attention to Detail: Attention to detail is crucial for maintaining accurate circulation records, ensuring the correct shelving of materials, and monitoring inventory levels on the bookmobile. Bookmobile Assistants must pay close attention to library procedures and protocols.
- J. Passion for Literacy and Outreach: A passion for promoting literacy, reading, and lifelong learning is a valuable attribute for Bookmobile Assistants. They play a role in fostering a love of reading and learning within the community and should be enthusiastic about sharing the benefits of library resources.

*In evaluating candidates for this position, Menominee County may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.*

#### **Physical Requirements**

- Extended periods of sitting at a desk and working on a computer.
- Extended periods of repetitive hand movements for typing, counting money, and writing.
- Extended periods of standing or walking.
- Requires ability to squat, crouch, kneel, and bend.
- Requires ability to push, pull, and reach above shoulder.
- Ability to lift up to 50 pounds.

#### **Work Environment**

- Work is both indoors and outdoors. Occasionally work in extreme hot/cold temperatures.
- Occasionally work with irritated/agitated individuals.
- Occasionally working around loud noises.
- Frequently work along moving traffic and roads.
- Frequent work-related travel.

#### **EOE / ADA Statement**

Menominee County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Menominee County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.*