

Monroe County Library System

TITLE: LIBRARY TECHNICIAN/BOOKMOBILE
OUTREACH SERVICES

SUPERVISOR: Marketing/Community Outreach

NATURE OF WORK: Provide exemplary customer service to all library patrons, especially youth. Represent the library in the community. Safely and independently drive and operate the bookmobile. Facilitate the delivery of library materials and information at various bookmobile stops.

DUTIES:

- Safely drive the bookmobile to sites across the county which may include: mobile home parks, apartment complexes, daycare centers, schools and special community events.
- Prepare and present storytimes and age-appropriate programming.
- Assist with outreach efforts throughout the county.
- Use of automated circulation system and library computer resources.
- Circulation duties may include: pulling materials, checking materials in and out, placing holds, and maintaining and updating patron accounts.
- Instruct patrons in use of OPAC and MCLS online resources.
- Provide reader's advisory services to patrons.
- Keep current and accurate statistics.
- Keep bookmobile and work area neat, clean and organized including shelving materials accurately.
- Ensure the vehicle is in good working order by performing regular inspections and report any mechanical issues to supervisor.
- Responsible for knowing and following MCLS procedures and policies.
- Participate in staff training.
- Provide assistance in other departments and areas of the library system when assigned. While this position is currently assigned at the above location, MCLS reserves the right to require all employees to be available for assignments at any MCLS location.

QUALIFICATIONS: High school graduate with library, computer and office experience highly desirable, or other combination of education and work experience as determined by the director. Experience in working with the public. Ability to operate in an online, networked and hands-on environment. Valid driver's license and evidence of excellent driving record. Ability to safely drive in variable weather conditions.

DESIRABLE
ATTRIBUTES:

Ability to relate well to the public and library staff. Experience with children's programming preferred. Ability to effectively promote the services and mission of the library. Strong verbal and written communication skills. Familiarity with library operations, procedures, and materials. General knowledge of patron interests. Concern for detail and in-depth public service. Honest, dependable, flexible, self-starting, enthusiastic, energetic, well-groomed.

PHYSICAL
REQUIREMENTS:

Ability to safely operate the bookmobile. Ability for prolonged sitting; with frequent standing; walking; bending and squatting; reaching and overhead lifting of books from high shelving; requires the ability to lift ten to fifteen pounds frequently and thirty pounds occasionally. Requires the ability to push and/or pull heavy rolling carts.

HOURS:

Up to 20 hours per week. May include daytime, evening, or weekend hours. Hours are assigned by supervisor.

GRADE:

Technical I - \$18.10/hour

APPLY TO:

Business Office
Monroe County Library System
3700 South Custer Road
Monroe, MI 48161

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