

Position: Bookmobile Library Assistant II

Description: A technical/clerical position under the direct supervision of the Director, with responsibility for clerical functions associated with bookmobile service.

Duties and responsibilities:

A. Bookmobile

1. Trains bookmobile clerks, assigns special projects/duties, provides input on evaluations.
2. Staffs the bookmobile as a clerk at least twice a month.
 - Provides direct service to the public.
 - Checks materials in and out, helps patrons find items and re-shelves materials.
 - Provides readers advisory services to patrons.
 - Assists readers with electronic materials.
3. Selects materials for purchase on the bookmobile.
4. Assists in restocking the bookmobile and maintaining the collection.
5. Weeds collection with assistance of bookmobile drivers.
6. Answers bookmobile correspondence and maintains adequate records.
7. Compiles monthly statistical reports and summaries as needed.
8. Manages patron overdue and billing notices.
9. Coordinates Summer Reading Program.

B. Cataloging

1. Evaluates donations for adding to the collection.
2. Processes new material for circulation.
3. Assigns call numbers.
4. Creates original cataloging for bookmobile materials as well as member libraries on request.
5. Copy catalogs bookmobile materials.
6. Edits records in VLS automation system, including updating subject headings based on Library of Congress changes, fixing authority records, and making records RDA compliant.
7. Participates as a member of the Automation/Cataloging/Enterprise Committee.

C. Interlibrary Loan

1. Processes interlibrary loans for bookmobile.
2. Carries out tasks associated with Minitex delivery.
3. Begins VDX process for incoming materials.

D. Other

1. Maintains effective working relationships with the public, member libraries, and VLS staff.
2. Performs other duties as assigned.

Minimum Requirements:

1. High school diploma.
2. Comfortable with computers.
3. Knowledge of and interest in library materials, including books, audiobooks, movies, and magazines.
4. Ability to organize and process details accurately.
5. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as needed.
6. Good interpersonal skills including the ability to communicate effectively both orally and in writing.
7. Ability to sit for extended periods.
8. Ability to sustain prolonged visual concentration and keyboarding activity.
9. Must be able to learn and use the Dewey Decimal System.
10. Must be able to lift 50 lbs.
11. Must be able to reach above head while in a standing position.
12. Reasonable physical vitality to travel and work long hours.

Preferred:

1. Bachelor's Degree strongly preferred.
2. Microsoft Word, Excel and Outlook experience.
3. Library cataloging experience.
4. Library selection experience.
5. Customer service experience.
6. General knowledge of library operations and procedures.
7. Comfortable with electronic devices, including Kindles, iPads, iPhones and Android phones.
8. Good driving record and valid license.