CITY OF SANTA CRUZ
BOOKMOBILE LIBRARY ASSISTANT

Reports to: **Library Division Manager or other Professional Staff**
Supervises: **Non-supervisory**
Bargaining Unit: **Service**

BASIC FUNCTION

Under general supervision, the Bookmobile Library Assistant is a skilled technical, non-professional classification that provides direct service; drives, operates and maintains bookmobile or van on various assigned routes in order to provide library materials and resources to the public; performs public outreach services such as circulation, readers' advisory, reference and routine library technical services; and operates and maintains the bookmobile communication system.

TYPICAL DUTIES *(Duties may include, but are not limited to the following)*:

- Drives the bookmobile on assigned routes; operates bookmobile equipment; assesses vehicle safety and operability and coordinates vehicle maintenance and repairs.
- Responsible for opening and closing the bookmobile and for securing its contents and premises.
- Operates and troubleshoots the bookmobile computer system including all of the computer hardware and software.
- Prepares bookmobile schedule.
- Assists patrons in use of the bookmobile facility and resources.
- Provides direct service to the public in finding information and using collections, computers, and equipment of the library.
- Performs all circulation functions such as checking out and checking in materials, retrieving holds, shelving, filing, arranging items in order, and processing requests.
- Performs and assists with customer account transactions including borrower registrations, fines and fees, the resolution of account disputes and the negotiation of payment plans according to library policy.
- Assists in providing reader services such as book discussion groups, story hours, book talks, displays, flyers, etc.
- Provides reader's advisory services and reference to include assisting library users with identifying books to read and materials for viewing and listening
- The Bookmobile Specialist works with the Services and Programming Team to develop programs that can be efficiently delivered on the Bookmobile route.
- Recommends titles of potential interest to the user to match the user's interests and experience as well as promoting the collection.

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- Is a member of the Programs and Services Team and as such is responsible for working with the division manager and staff to insure the well-being of the occupants and the bookmobile.
- Provides constructive input and feedback within the library system concerning the needs of the public and the effectiveness of services and programs.
- Assists in providing reader services such as organizing book discussion groups, story hours, class visits, and book talks.
- Assists with the selecting the collection materials for the bookmobile.
- Assists with planning and performing outreach programs.
- May perform lead and training duties.
- Keeps various records as required.
- May assist in evaluating bookmobile site locations.
- Transports library material and supplies onto vehicle.
- Efficiently refers questions to librarians from the public according to guidelines.
- Performs other related duties as assigned.

WORKING CONDITIONS

The position requires frequent sitting, walking, standing, reaching, stooping and repetitive use of hands in the performance of daily activities. Crouching, grasping and twisting is required in the performance of weekly activities. Occasional climbing, working overhead, pushing and pulling, and finger dexterity is required. The position requires near and far vision and normal hearing in the performance of daily activities. The need to lift up to 25 pounds on a daily basis and 50 pounds on an occasional basis is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Knowledge:

- Formats appropriate for persons with disabilities affecting vision, hearing, or understanding.
- Safe driving practices and vehicle operation.
- Safe lifting and carrying techniques.
- Working knowledge of library routines, procedures, and services.
- In-depth knowledge of the purpose of public libraries and the services they provide.
- Basic computer operations.

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Abilities: *in addition to those required of Library Assistant I:*

- Safely drive a large vehicle/truck for extended periods of time.
- Read maps and determine alternate routes.
- Work library system's schedule of hours.
- Transport oneself throughout the county-wide library system.
- Work independently and take initiative.

Education and Experience

Any combination of education and experience that provides the above knowledge, skills and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- High school graduation or tested equivalent and,
- Completion of 45 units college level coursework and,
- A minimum of one year of work experience driving a large truck or large vehicle and**,**
- Two years of library experience.

Licenses

- Possession at time of hire and continued maintenance of a California Class C driver's license and a safe driving record.

DESIRABLE QUALIFICATIONS

- Ability to speak, read, and write Spanish
- Associates Degree

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Career Ladder

- Director of Libraries
- Manager System Services and Support
- Library Division Manager
- Librarian II
- Librarian I
- Library Specialist
- Library Assistant IV
- Library Assistant III/ Library Information Specialist
- Library Assistant II/ *Bookmobile Library Assistant*
- Library Assistant I