**Bookmobile Librarian**

**Reports to:** HCPL Director

**Job Classification/Status:** Full Time

**Salary:** Set by Library Director

**Job Description:**

Under the direction of the director, the Bookmobile Librarian is responsible for driving the Bookmobile/Outreach van to locations throughout Hardin County to provide library services and programs to residents who are unable to use library through traditional means. Some weekend and evening work required.

**Responsibilities:**

* Performs various duties as assigned in the operation of the library including scheduling and driving the Bookmobile/Outreach van through its routes and stops and providing circulation assistance to patrons at these stops, processing library materials and assisting where needed.
* Provides outreach programs and acts as a library representative in school and community activities, including meetings, festivals, seasonal pop-up libraries, or special events, where the library is a participant, contributor, or partner.
* Responsible for managing the HCPL North Book Locker.
* Drive the outreach van to locations throughout the county on a pre-determined schedule to deliver book boxes and facilitate programming, overseeing personnel to pick up book boxes.
* Provide library materials individually to residents who are homebound.
* Schedules Bookmobile & van maintenance.
* Maintains statistics for monthly and annual reports.
* Maintains familiarity with new and popular titles and authors, and be able to recommend and/or request these titles for customers seeking assistance with Readers Advisory related questions.
* Performs circulation desk duties as needed.
* Performs other duties as assigned.

**Basic Skills Requirements:**

* Demonstrates the ability to work independently, set priorities, and manage multiple projects.
* Excellent interpersonal and communication skills. Must be welcoming, friendly, and enjoy talking with people of all ages..
* Provide library services for special population in the community, such as at-risk children, adults with cognitive or developmental disabilities, or persons for whom English is a second language.
* Strong writing and presentation skills.
* Employee will regularly perform general physical labor including lifting books, stocking shelves, and unpacking bags, boxes and totes.
* Proficiency with Windows-based PC’s, Microsoft Office products, web searching, email, and related products.

**Experience and Education Requirements:**

* Valid Kentucky driver’s license with a good driving history.
* Must be able to meet and maintain Kentucky Department for Libraries and Archives (KDLA) certification requirements.
* Has the ability to work with an automated circulation system and other library software and technology as needed.
* High School Diploma or GED, some college preferred.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to drive, reverse, and maneuver Bookmobile. Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials is required. The ability to communicate orally and in writing effectively is necessary. Job duties include reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. The ability to do repetitive tasks with speed and accuracy is needed. Employees may need to carry, push, pull, or lift up to 30 pounds while using proper lifting techniques. Pushing and pulling fully loaded (50-100 pounds) book carts will be commonplace. The ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines will be expected.

The Bookmobile Librarian must possess the ability and willingness to drive in all non-severe weather conditions. This job also requires the employee to possess vision and hearing capacity, whether corrected or natural, in order to safely operate the library’s vehicles and is sufficient to interact and communicate with patrons during stops.