**Bookmobile Driver**

**Reports to:** HCPL Director

**Job Classification/Status:** Part-Time (20 hours)

**Salary:** Set by Library Director

**Job Description:**

Under the direction of the Library Director, the Bookmobile Driver is responsible for operating the Bookmobile and delivering library services to residents throughout Hardin County who are unable to access the library through traditional means. Evening and weekend hours are required on occasion.

**Key Responsibilities:**

* Schedule and drive the Bookmobile along established routes and stops; provide circulation assistance to patrons at these locations.
* Perform a variety of operational tasks including processing library materials and assisting with general library functions as needed.
* Represent the library at schools, community events, festivals, seasonal pop-up libraries, and other activities where the library is a participant, contributor, or partner.
* Oversee and manage the HCPL North Book Locker.
* Schedule and coordinate routine maintenance and necessary repairs for the Bookmobile.
* Maintain accurate statistics and data for monthly and annual reporting.
* Employee will regularly perform general physical labor including lifting books, stocking shelves, and unpacking bags.
* Proficiency with Windows-based Assist at the library circulation desk when needed.
* Perform other duties as assigned.

**Basic Skills Requirements:**

* Must be able to drive, reverse, and maneuver Bookmobile.
* 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.
* 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, 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 driver 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.

**Additional Information**: The best candidate for this position displays positive communication and objectivity toward a widely diverse group of library patrons, a willingness to solve problems, and a commitment to serve the library and the County's best interests. They must maintain confidentiality in all aspects of the position.

*This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.*