



Job Description

**Send cover letter, resume and 3 references to casey@clearviewlibrary.org.
Position will remain open until filled.**

JOB TITLE	Outreach Substitute Driver
DEPARTMENT	Mobile/Outreach
REPORTS TO	Public Services Manager & Outreach Supervisor
HOURS	4-5 hours/week, additional substitute hours as needed and as availability allows
PAY	\$14.00/hour

JOB SUMMARY

The Bookmobile Driver is responsible for driving the Library's Bookmobile and for the care and maintenance of the Library's Bookmobile. In addition, the Bookmobile Driver serves as a trainer for other bookmobile drivers and assists outreach assistants in serving library customers who use outreach services.

Work is generally well-defined and performed under indirect supervision. Position functions independently on routine Bookmobile work. Assists other employees with routine or unusual tasks that may require the use of new approaches or independent thinking.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Drives the Bookmobile to each scheduled stop and parks unit in a position to ensure patron safety.
- Anticipates routine maintenance needs, such as oil changes, etc. and further schedules appointments for such needs.
- Oversees additional repairs as needed and documents all work and charges
- Performs daily pre-departure check of vehicle for proper operation; re-fuels and washes the Bookmobile as necessary.
- Assists with start-up and break-down procedures of Bookmobile stops.
- May assist in some training/advising of other driving staff as pertains to Bookmobile functions.

- Advises the Outreach Services Supervisor concerning the preferred routes and safety of the unit for newly proposed stops.
- Assists with the transfer of materials on and off the Bookmobile.
- Checks materials in and out and performs general circulation work as necessary.
- Sorts and shelves incoming materials.
- Assists with Bookmobile Outreach programs and provides readers advisory.
- Performs other paraprofessional library work and clerical duties as needed.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Monitor functions of Bookmobile and equipment; perform initial troubleshooting techniques when necessary
- Handle cash transactions (e.g., fines, lost or damaged items)
- Attends monthly team meetings as well as quarterly and annual all-staff meetings.
- Perform other duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience driving and maintaining high profile vehicles, such as bus or RV in all conditions and in a variety of settings, ie neighborhoods, highways, parks, etc.
- Ability to communicate effectively with verbal and writing skills
- Supports and contributes to Library goals, objectives and mission statement.
- Maintains a high degree of integrity and confidentiality.
- An ability to establish a rapport with all types of patrons.
- A working knowledge of library policies and circulation procedures. The ability to accurately interpret and clearly and courteously communicate policies to patrons and staff as necessary.
- Ability to adapt to changing technologies and procedures to accommodate and facilitate evolving library services.

EDUCATION, EXPERIENCE AND MINIMUM REQUIREMENTS

- High School Diploma or equivalent.
- Valid Colorado Driver's License with good driving record required.

PHYSICAL DEMANDS / WORK ENVIRONMENT

Physical Demands: Position requires being up and moving around the library and, at times, sitting at work desk. The job requires the ability to drive a large vehicle as well as stooping, bending, squatting, stretching, assembling a mobile book cart, pushing a fully loaded book cart (approx. 200 lbs), and loading materials into a vehicle. Ability to lift up to 50 pounds may be required. Position may involve driving the Bookmobile and working in various weather elements.

*The above description and statements are intended to describe the general nature and level of work being performed by the employee. They do not represent an exhaustive list of **all** job related responsibilities and duties performed or expected of the employee.*