

## JOB DESCRIPTION

**Job Title:** Mobile Services Assistant

**FLSA Status:** Non-Exempt

**Salary Grade and  
Salary Range:**

Grade 102 Hiring Range:  
\$22.28 - \$24.00 / hr

### Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

#### Job Overview

The Mobile Services Assistant drives the Bookmobile or Outreach vehicle to locations within the community and provides support and assistance to patrons by responding to a wide variety of questions. Duties may include assisting patrons with material checkout and facilitating library card registration. Mobile Services Assistants represent Clearview Library District at outreach events, such as school visits and community-wide events. They may also initiate, plan, and conduct library programs and outreach activities for patrons of all ages.

#### Essential Functions

##### 1. Bookmobile.

- Drives the Bookmobile to weekly neighborhood stops and community events.
- Performs routine vehicle maintenance checks.
- Maintains collections and displays on the Bookmobile.
- Creates Bookmobile experiences for patrons through activities, games, and Story times.
- Actively promotes and informs the public of Bookmobile stops and seeks opportunities to increase visitations and visibility.

##### 2. Outreach and Programming.

- May assist with the coordination of Lobby Stop services, which includes selection and delivery of library materials, as well as outreach programs to senior residential facilities.
- Actively promotes library services and programs throughout the library district.
- Collaborates in the planning and implementation of the Summer Adventure Program.
- May assist with the management of community exchange shelves.
- May plan and conduct outreach story times and/or programming for patrons of all ages.
- May be called upon for backup coverage for in-house story times and programs.
- May coordinate, implement, and maintain community Story walks®.

##### 3. Customer Service.

- Provides exemplary customer service to all who use library services, whether in person, online, or by phone.
- Provides suggestions to readers and instructs patrons on the use of the library catalog and locating items.
- Responds to patrons' written inquiries through email and telephone correspondence.
- Listens to patron feedback and shares feedback through appropriate channels.
- Offers patron assistance on the use of computers, computer programs, databases, printing, scanning, and electronic devices.

## JOB DESCRIPTION

### 4. Circulation.

- Places library items on hold and/or requests interlibrary loans for patrons.
- Registers new library cards and maintains patron library accounts.

### 5. Other duties as assigned.

#### Autonomy

The results of the work are defined. This position determines how to accomplish tasks. The supervisor provides overall direction.

#### Supervisory Responsibility

None

#### Education and Experience Required

- Requires a two-year college degree or equivalent coursework and/or an equivalent amount of library experience.
- Must have a valid Colorado driver's license and a good driving record.

#### Knowledge, Skills, and Abilities

- Demonstrated ability to think logically, exercise initiative, and act in the best interest of the library.
- Must be able to remain on your feet for extended periods of time, including during community events and neighborhood canvassing for new outreach opportunities.
- Experience working with children of all ages.
- Knowledge/ability to teach STEAM concepts; comfortable using a wide array of high and low-tech toys.
- Storytime and/or programming experience in a library setting is preferred.
- Readers' advisory experience preferred.
- Effective at working with a wide range of constituencies.
- Dedicated to being a part of a team.
- Ability to use basic office technology tools and aptitude for learning the use of new technology.

#### Work Environment

Position may require being up and moving around the library, and at times, being stationary. The job requires stooping, bending, squatting, and stretching. Occasional lifting of items up to 25 pounds may be required. Required to use motor coordination with finger dexterity (with keyboard, shelving), eye-hand coordination, data entry, and computer use for accessing information. Should be conscious of appropriate ergonomics and workstation setup. Professional and service-oriented work environment, open to the public throughout the week, including nights and weekends. The environment is welcoming, inspiring, creative, and team-oriented.

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all responsibilities and qualifications required for the job.

**Date Updated: May 28, 2026**