

**Job Description**  
**SENIOR LIBRARY ASSISTANT – BOOKMOBILE/CIRCULATION**

**NATURE OF POSITION**

Functions as a support staff team member on the bookmobile and in a library branch circulation department performing clerical tasks and program related services under the direction of the branch circulation supervisor and reports to the managing librarian for bookmobile related issues. May supervise library assistants and part-time staff.

**ESSENTIAL FUNCTIONS: REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Promote and further the purpose and objectives of the Bay County Library System.
- Work with patrons, co-workers and supervisors in a manner that is positive, supportive and cooperative and in the best interest of the library.
- Have an acceptable driving record, hold a valid chauffeur's license and be able to competently and safely drive the Bookmobile.
- Able to perform routine maintenance duties on the bookmobile vehicle, as well as scheduling and taking the Bookmobile in for routine maintenance and repairs.
- Be able to train and supervise the work of Library Assistants, pages, part-time and substitute staff.
- Be proficient in the application and operation of appropriate hardware and software for the automated circulation system.
- Become proficient in operation of equipment in performance of duties, i.e. computers, multi-line telephone, fax, photocopy and other machinery as appropriate.
- Ability to learn and perform appropriate functions with information technology, including Internet.
- Perform functions required for shelving, shifting, loading and unloading books and other library materials in an organized and efficient manner.
- Bend, twist, lift, and to interfile books and other library materials on shelving units up to 90" in height, transport books and a-v materials from one location to another.

-Carry books, magazines, and audio visual equipment weighing up to 25 pounds on a regular basis, and be able to push carts holding similar materials throughout the work site.

-Ability to perform clerical and program related services as required by specific assignment.

-Ability to follow directions and perform required responsibilities.

-Ability to clearly and correctly interpret library policies, procedures and services to the patrons.

-Ability to work and accomplish responsibilities effectively under pressure.

-Alphabetize efficiently, and accurately count and calculate numbers.

-Ability to communicate clearly and effectively.

### **EXAMPLES OF POSITION RESPONSIBILITIES**

(Any one position may not require all of the responsibilities listed, nor do the listed examples include all tasks which may be necessary in positions of this class.)

-Assist in the training, supervision and scheduling of Library Assistants, pages, part-time staff and substitutes.

-Assume the responsibility of lead driver and supervisor while on the bookmobile.

-Prepare computers and terminals for appropriate staff and public access functions.

-Charge and discharge books and materials.

-Become proficient in the use of regular and cellular telephone systems.

-Assist patrons with library directions, on-line catalog, location of library materials, and basic Internet searches.

-Answer simple reference and readers advisory questions, taking responsibility for working with a broader range of information.

-Take and place reserves and notify patrons when materials become available.

-Count money received (fines, fees, etc.), prepare deposit forms and take deposit to bank.

-Process and maintain periodicals.

-Order and maintain department supplies.

-Keep rotation materials current.

-Perform interlibrary loan procedures.

-Alphabetize and file as needed.

-Prepare materials and records for addition to and withdrawal from collection.

-Assist with planning and implementing library programs and services.

**-MINIMUM QUALIFICATIONS**

High school diploma or its equivalent.

Some typing and keyboard ability.

Three years library experience with progressive library responsibilities, or an equivalent of appropriate course work and library related experience