

# Bookmobile Operator/Library Assistant

## Job Summary:

Library Assistants are responsible for providing excellent patron service while working at the circulation desk, shelving materials, or performing other tasks. Library Assistants should be patron-centered, service-oriented, detail-conscious, and willing to assist with a wide variety of library responsibilities. They work under the supervision of library administrators and are guided in their duties by circulation desk supervisors.

## Full-Time Benefits:

- Health Insurance
- Dental
- Sick Leave
- Vacation
- Holidays
- Disability/Life Insurance
- Retirement Plan (ND PERS)

## Starting Wage:

\$15.00 /hr.

## Schedule:

Hours vary, will discuss with applicant. (Includes some weekends)

## Required Skills:

- Must be comfortable driving a recreational sized vehicle
- Have a current and valid "Class D" driver's license
- Must Pass driving record check (applicants will be subject to background and driving record checks and a road test) driving the bookmobile.
- Excellent customer service skills
- General computer and library knowledge
- Willingness to learn
- Ability to work independently
- Must be comfortable working with children
- Must be open to exchanging the occasional weekend or evening shift
- Ability to multi-task
- Must be detail oriented
- Must be dependable

## Major Duties and Responsibilities:

- Patron Services & Circulation Desk
- Able to serve at any JRVLS circulation desk
- Knowledge of all JRVLS policies and patron service procedures

- Efficient in the use of ILS software
- Able to accurately shelve materials using Dewey Decimal System call numbers
- Provide friendly and effective patron service
- Proficient at finding information requested by patrons
- Conduct shelf reading, disk cleaning, and other tasks as needed

### **Technology**

- Assist patrons with computer use, including e-mail set-up, Internet searching, and Office programs
- Assist patrons with e-reader devices and other technologies
- Able to use microfilm reader and photocopy machine

### **Bookmobile**

- Pass Bookmobile driving test
- Drive Bookmobile with safety as the top priority
- Track weather and road conditions to ensure safe driving conditions
- Maintain Bookmobile, checking fluids, tires, lights, etc.
- Obtain outside maintenance services as needed, including the scheduling of routine maintenance
- Report Bookmobile maintenance issues to the Branch Manager
- Assist in creating Bookmobile routes and schedules
- Communicate effectively with school personnel regarding schedules, changes, etc.
- Communicate effectively with Bookmobile patrons regarding overdues, etc.
- Perform general cleaning of Bookmobile
- Take reserve requests
- Mail materials as needed to Bookmobile patrons
- Engage in collection development for Bookmobile
- Rotate Bookmobile collection for maximum freshness and effectiveness

### **Other duties as assigned**

### **How to apply**

Visit [jrpls.org](http://jrpls.org) to apply online