

Title: Bookmobile Librarian

Library: Nantahala Regional Library Bookmobile

General Summary:

The Bookmobile Librarian will manage and coordinate outreach and resource sharing services. This individual will represent the library out in the community, manage part time staff, drive the Bookmobile, facilitate the delivery of library materials and services to schools, homebound patrons, and other community members. They will also coordinate the resource sharing department; shipping and receiving items with other libraries in the NC Cardinal consortium.

Salary Range: \$29,250 - \$35,100 annually

Benefits:

Paid health, dental, vision, and life insurance

Paid vacation, sick leave, and holidays

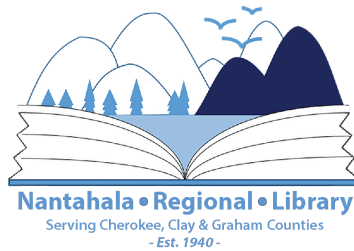
Retirement Plan (after 6 month probation period)

Schedule: Typically M-F 8:00am-4:30pm (with 1 hour lunch) | 37.5 hours per week

Schedule may be altered if planning and attending special events/stops

Qualifications:

- High school diploma or equivalency.
- Ability to safely operate large library vehicles.
- Possession of a valid driver's license and clean driving record (No CDL required).
- Ability to effectively promote library services and mission.
- Ability to understand basic mechanical systems of the Bookmobile.
- Ability to effectively manage vehicle emergencies.
- Working knowledge of the community served, as well as the reading levels and interests of various age groups.
- Ability to guide patrons in making book selections, answer reference questions, and interact with exemplary customer service.
- Proficiency in using technology related to the job including the circulation system, online resources, and office software.
- Capacity to drive a moderately heavy truck and maintain accurate maintenance records.



- Lift up to 40 pounds, push and pull heavy carts, bend, stoop, and reach shelving, standing for long periods of time.

Duties:

- Responsible for the operation and scheduling of the Bookmobile.
- Manages both Bookmobile and resource sharing tasks.
- Manages and coordinates with bookmobile staff.
- Assists in circulation of items, maintaining statistics, customer service, and collection development.
- Loads, unloads, and drives the Bookmobile, making stops over specified routes according to a predetermined schedule.
- Maintains the Bookmobile, keeping a service log and ensuring it is fueled and up-to-date on maintenance needs and reports any mechanical issues to the director.
- Plans, implements, and evaluates the outreach programs of the library.
- Other duties as assigned.