

**Job Title: Bookmobile Driver, Part-time**  
**Reports to: Assistant Library Director**  
**FLSA Status: Non-Exempt**

## **SUMMARY**

The Bookmobile Driver plays a key role in making library services accessible to all residents in Craighead County. This position will serve as a driver for the Bookmobile, and will assist the Mobile Branch Manager with event setup and takedown, and maintain the Bookmobile's cleanliness and fuel tank as needed. The Driver will assist the Manager with maintenance and upkeep of the Bookmobile. The Bookmobile Driver must be able to work a flexible schedule, which includes some weekends and evenings.

## **RESPONSIBILITIES AND JOB DUTIES**

- **Driving**
  - Ability to drive (forward and reverse) and park a large vehicle.
  - Drive the Bookmobile in town and on highways.
  - Arrive safely and on time to all Bookmobile stops on a route and early to special occasions and library events.
  - Assist Manager with planning routes for site visits.
- **Programming and Community Visits**
  - Assist Manager with loading Bookmobile with books and various supplies for events and activities. Assist with setting up tents, tables, and other supplies needed for library staff to conduct programs and site visits.
  - Assist customers with entering and exiting the Bookmobile safely.
  - Provide excellent customer service to all Bookmobile patrons.
- **Facilities Maintenance**
  - Perform daily pre-departure check of vehicle for proper operation, noting any mechanical and safety issues. Advise Manager of any concerns or needed repairs.
  - Perform custodial work in all areas of Bookmobile before and after events to maintain a clean environment.
  - Assist Manager with routine and non-routine mechanical maintenance, inspections, and repair work to Bookmobile.
  - Assist Manager with maintaining a log of fuel, maintenance, repairs, and mileage daily.
  - Report any issues with the bookmobile to the Manager.
- **Additional Duties**
  - Additional duties will be assigned by the Manager as needed.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Previous experience interacting with the public is required. A Commercial Driver's License (CDL) is preferred. Some college education preferred; and/or three years of related experience and training, or equivalent combination of education and experience. Library experience preferred.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as operating manuals, various publications, and procedure/policy guidelines. Ability to write routine procedure guidelines, reports, and correspondence. Ability to communicate effectively to other library employees, volunteers, and interns; the general public; outside vendors; and library patrons.

**MATHEMATICAL SKILLS**

Ability to understand and apply basic math principles as applicable to this position.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in various situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License required.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

While performing the duties of this job, the employee is frequently required to talk, hear, stand, sit, walk, bend, stoop, reach with hands and/or arms, and use hands and fingers to handle items. The employee is occasionally required to kneel, climb, and balance. The employee must frequently lift and/or move up to 10 pounds; and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The physical demands of this position will require the employee to operate a large vehicle. This demand requires the employee to have the ability to work in a constant state of alertness and in a safe manner. An employee under the influence constitutes a threat to health or safety. This position is considered a safety sensitive position for the purpose of the Medical Marijuana Law.

**WORK ENVIRONMENT**

The noise level in the work environment is usually moderate.