

James V. Brown Library Position Description

The James V. Brown Library is the place to go to Learn, Connect and Grow

Job Title: Adult Outreach Professional	Department: Public Services
Classification: Professional I	Reports To: Public Service Director
FLSA Status: Non-exempt	Date Approved:

This position description is unique to your job title. There are requirements of being an employee of the James V Brown Library that apply to every staff member. You are expected to treat everyone, be it co-workers or patrons, with respect. You are always a representative of the Library and as such be an advocate of the Library. The Library will continue to change, grow, and evolve; be onboard. Be a good communicator and share ideas and concerns with your supervisor, coworkers and staff. Always look for solutions.

This position description is not meant to be all-inclusive. There may be other duties assigned that fit within the overall responsibilities of each individual's job.

Summary: Outreach Services Bookmobile Drivers coordinates and implements the day-to day operations of the Bookmobile for services in Lycoming County promoting the library beyond the library walls. This position combines circulation activities with the physical operation of the bookmobile.

Supervises: N/A

Committee Responsibilities:

Essential Duties and Responsibilities: The following list is representative of the typical duties and responsibilities performed. The employee's actual duties and responsibilities may vary slightly depending on department needs and individual assignments.

- Promotes the importance of reading to Lycoming County.
- Actively plans, promotes and implements bookmobile outreach services.
- Periodically check on link locations to ensure uniformity in outreach services.
- The bookmobile driver must be a patient, positive and detail oriented individual dedicated to providing exceptional customer service to both our patrons and coworkers.
- Be able to drive the Bookmobile safely to and from predetermined stops.
- Perform tasks using an internet-connected computer with specialized library software. Stay current on updates and new procedures.
- Meet with collection staff to determine items that will be circulated on the bookmobile.
- Accurately charge and discharge library materials of all types.
- Assist patrons with locating materials and be able to suggest options for securing additional materials
- Register patrons for Library cards
- Attend staff training sessions to gain and retain familiarity with other library resources particularly online resources.
- Research and recommend ways to improve services to outreach patrons, to market outreach services and to promote other library services available to rural residents,

those with limited mobility and those that do not have the ability to travel to their local library.

- Operate Bookmobile wheelchair lift or utilize other strategies to connect disabled users with materials and services.
- Ensure routine maintenance is completed on a timely basis. Report any mechanical or equipment problems to the Director of Facilities.
- Report any delays or cancelations to the Public Service Director.

Education Required: Must possess a high school diploma or equivalent. College coursework or degree preferred.

Experience and Qualifications: Must have a valid PA driver's license and the ability to drive large vehicles. Must be able to obtain Act 35 Clearance. Must be able to work with all ages and have the problem solving skills required to function with little or no backup. Must be flexible and be able to work independently. Must be able to demonstrate proficient organizational and expressive customer service skills (i.e. "people skills"). Proficient computer skills are also a must, including but not limited to: Word processing, internet, and email. Retail experience and point-of-sale computer use is a plus. Must demonstrate a passion for serving the underserved and rural populations of our community with library services.

Working Conditions and Physical Demands:

The physical demands described below are representative of those that must be met in order to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties and responsibilities of this position, the employee is regularly required to speak and hear at a conversational level, use hands to handle objects, stand or sit for long periods of time, lift and/or move up to 10 pounds, reach, stoop, kneel or crouch. The employee is frequently required to lift and/or move up to 25 pounds and traverse stairs. Employee is required to lift and/or move up to 50 pounds on occasion.

The bookmobile is stored at outside facility. Employee may be required to shovel snow or clear area to prepare for daily route.

In order to drive the Bookmobile this person must submit to an annual DOT physical, provide information to the business office each time his/her license is renewed, and have a clean driving record. A PA driver license MVR will be run on an annual basis.