

TITLE: Mobile Services Assistant
GRADE: 4
FLSA: Non-Exempt
DATE: 8/15/2022
REPORTS TO: Mobile Services Department Manager

Job Summary: Supports and operates Bookmobile and Mobile Learning Lab, including driving and public service activities, participates in collection development and supervision of volunteers.

Essential Functions:

1. Performs circulation and public service tasks, including checking materials in and out, creating customer accounts, collecting fines, shelving materials, placing and filing customer holds, and explaining Library services and policies. Responsible for creating positive experiences for all visitors in the Bookmobile and Mobile Learning Lab.
 2. Drives the bookmobile and mobile learning lab to locations within Wicomico County including assigned stops, travel for maintenance, repairs and fuel.
 3. Assist Mobile Services Department Manager in maintenance of stocking and pickups at Kiosks locations.
 4. As assigned by Mobile Services Manager, assists in collection development by selecting, ordering and weeding materials.
 5. Assists in developing and evaluating bookmobile stop schedules.
 6. Assists in training and supervising other staff and volunteers.
 7. Responsible for seeing to the operation of the Bookmobile and Mobile Learning Lab in the absence of the Manager
 8. Maintains online schedule calendar
 9. Other duties as assigned
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Required Knowledge, Skills, and Abilities:

Ability to drive up to 38 foot Bookmobile Mobile Services vehicle or train within 6 months of employment, excellent customer service and communication skills, computer skills, ability to be flexible and adapt to changing work requirements.

Specialized knowledge, licenses, etc.: Valid Class B CDL Maryland Driver's License within 6 months of employment. An excellent driving record. A current copy of Maryland Driver's License and DOT required

Supervisory responsibility: Supervise full and part time staff and volunteers in the absence of the Manager

Education and Experience:

1. High school diploma or equivalency
2. Computer knowledge required; customer service experience with adults and children desirable.

Physical and Environmental Conditions:

BOOKMOBILE ASSISTANT

Position based on bookmobile and Mobile Learning Lab. The work involves risks and discomforts that require special safety precautions. Requires ability to shelve, reach, bend and lift up to 30 lbs, and push loaded book truck. Also requires tolerance for noise, variable weather conditions, and limited restroom facilities.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.