

TITLE: Mobile Services Assistant (Full-time)

GRADE: 3

FLSA: Non-Exempt

DATE: 12/17/2021

REPORTS TO: Mobile Services Manager

Job Summary: Supports all Mobile Services vehicles, including regular stops and all public service activities.

Essential Functions:

1. Performs circulation and public service tasks, including checking materials in and out, creating customer accounts, collecting fines, shelving materials, placing and filling customer holds, and explaining Library services and policies. Responsible for creating positive experiences for all visitors to the Bookmobile
 2. Assists in supervising volunteers
 3. Other duties as assigned
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Required Knowledge, Skills, and Abilities:

Excellent customer service and communication skills, computer skills, ability to be flexible and adapt to changing work requirements.

Required - Ability to drive 38-foot bookmobile within 9 months of employment

Specialized knowledge, licenses, etc.: Driver's License, reliable transportation

Required- Valid Class B CDL with Airbrakes Maryland Driver's License within 9 months of employment., excellent driving record. A current copy of Maryland Driver's License and DOT required.

Supervisory responsibility, if any: None

Education and Experience:

1. High school diploma or equivalency
2. Basic Computer skills required

Must pass Criminal and Fingerprint background check.

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1. High school diploma or equivalency
2. Basic Computer skills required

Desired:

1. Minimum of Childcare 1 & 2

Physical and Environmental Conditions:

Position based on bookmobile and backup for all other Mobile Service Vehicles. The work involves risks and discomforts that require special safety precautions. Requires ability to shelve, reach, bend to lift up to 30 lbs, push loaded book trucks and carts, load

books onto and off the vehicle. Also requires tolerance for noise, variable weather conditions and limited rest room 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.