

**ASHTABULA COUNTY DISTRICT LIBRARY
POSITION DESCRIPTION**

DATE:	<i>June 2021</i>	SALARY RANGE:	<i>\$13.00 - \$18.40</i>
DEPARTMENT:	<i>Outreach Services</i>	HOURS OF WORK:	<i>40, includes evenings and weekends</i>
POSITION:	<i>Bookmobile Clerk/Outreach Asst.</i>	LOCATION:	<i>Geneva Library</i>
CATEGORY:	<i>Library Associate I</i>	LENGTH OF JOB TRAINING:	<i>60 / 120 days</i>
IMMEDIATE SUPERVISOR:	<i>Bookmobile/ Outreach Coordinator</i>	OVERALL SUPERVISOR:	<i>Branch Manager/Director</i>
		CAREER TRACK:	<i>Outreach Coordinator / Branch Manager / Director</i>

ESSENTIAL FUNCTIONS:

- Exhibit an above-and-beyond attitude while providing a wide variety of customer service tasks resulting in the optimal operation of the County Bookmobile and other Outreach services;
- Provide a wide variety of customer service and clerical tasks at assigned locations to ensure smooth operation of Outreach Services via the County Bookmobile and/or Library van;
- Under the guidance of the Bookmobile/Outreach Coordinator, assume responsibility for the safe and efficient operation of department vehicles including minor maintenance;
- Assist Bookmobile/Outreach Coordinator in evaluating, planning, and coordinating within system policies and procedures, the activities of the Bookmobile;
- Assist patrons with requests for materials and information.

QUALIFICATIONS:

A. Education/Experience: College degree is required, however other equivalent combinations of education, knowledge and demonstrated ability to perform the essential duties and responsibilities may be substituted. Must be able to pass a background check. Valid Ohio (or other state) driver's license/insurance in good standing, and three (3) years clean driving record (see Selective Insurance Unacceptable Drivers)

B. Knowledge of and Abilities:

- Knowledge of library practices, outreach programming, readers advisory
- Ability to exhibit creativity to prepare informative and entertaining programs
- Skill in creating appropriate programs for all ages
- Knowledge of applicable traffic laws current in the state of Ohio;
- Knowledge of the principles of operation of automotive equipment sufficient to detect defective operation;
- Knowledge of Dewey Decimal Library Classification System and basic library procedures;
- Knowledge of basic office/clerical practices and machines including typing and filing, as well as English grammar/usage/spelling and mathematics;
- Commitment to detail and accuracy;
- Demonstrated competency with computers and PC software;
- Good interpersonal skills including the ability to establish/maintain harmonious relationships with customers (especially children, young adults, and seniors), visitors, staff and supervisors;
- Ability to learn assigned tasks readily and to carry out oral and written instructions;
- Ability to work independently, with little supervision in the attainment of library objectives;
- Judgement to analyze and solve problems;
- Ability to adapt to change and anticipated needed changes due to evolving technologies and consumer needs;
- Ability to handle crises both big and small;
- Willingness to participate in continuing education;
- Judgment and discretion is required due to access to confidential registration/borrower information.

C. Desirables:

- Knowledge/experience in the operation of laptops and mobile devices;
- Knowledge of the local community including Ashtabula County roads (conditions and locations);
- Experience working with children and young adults;
- Spanish language a plus.

EQUIPMENT AND EFFORT REQUIRED: Sufficient clarity of speech and hearing to communicate well with staff and guests. Sufficient vision to produce and review a wide variety of materials, written correspondence, reports and related material in both electronic and hard copy form. Sufficient mobility to move freely about in an office environment and to attend meetings/events in various locations within the library service area. Ability to operate equipment listed: telephones, typewriter, telefax, copiers, personal and laptop computers with attached peripherals, printer. Manual dexterity for handling general office forms and mail supplies. Ability to use and file items in cupboards/cabinet up to six feet in height. Ability to move items and materials up to 40 pounds in weight and push carts weighting up to 60 pounds. Ability to change position frequently from sitting to standing/walking. Ability to stay in position for extended periods of time.

PHYSICAL EFFORT AND STRESS:	HIGH	MEDIUM	LOW	NONE
Lifting	X			
Walking	X			
Standing	X			
Climbing		X		
Visual	X			
Limited movement or change of position	X			
Bending		X		
Stretching		X		

ILLUSTRATIVE DUTIES (100% of work time):

- Operate Outreach vehicles (bookmobile and/or library van) in accordance with traffic laws and safety regulations including driving, generator operation, and parking to arrive/leave designated location to deliver library services;
- Assist Bookmobile/Outreach Coordinator in maximizing Bookmobile/Outreach services within the service area by continually evaluating stops and by maximizing fuel economy of daily scheduled routes;
- Assist in planning and implementing new stops, services, and programs such as outreach events, story times and craft projects at day cares and special events;
- Actively promote Bookmobile and other Library services in areas adjacent to and surrounding Outreach stops;
- Assist in managing tasks such as keeping statistical records and maintaining necessary vehicle logs including pre-and post-driving checklist;
- Perform routine reader's advisory services;
- Assist patrons with basic use of the Internet, library databases, and other online resources, i.e. hoopla! and Ohio Digital Library;
- Perform routine circulation procedures including registering patrons and checking in/checking out of materials;
- Shelve, straighten, and shift materials as needed and keep work areas neat at all times;
- Re-shelve and restock materials from the mobile unit to the related work areas and vice versa;
- Assist patrons in locating materials and placing holds;
- Attend marketing functions with the Outreach vehicles as required;
- Keep supervisors informed of maintenance issues and assist in delivering vehicle to designated maintenance vendors in a timely and efficient manner;
- Assist with the marketing of the collection such as in the creation of special displays and promoting programs and services;
- Perform other related duties as required from time to time as the needs of the library may warrant;
- Supports team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures.

This list is illustrative of the types of duties typically performed in this position. It is not intended to be an exhaustive listing of each and every essential function of the job. These duties and functions may be adjusted from time to time as the needs of the library may warrant.

ACCOUNTABILITIES:

- Initiative, self-motivated, and enthusiasm for accomplishing tasks is exhibited;
- In conjunction with Bookmobile/Outreach Coordinator, assumes responsibility for the smooth operation of Bookmobile services;
- Operate Outreach vehicles safely and efficiently in accordance with standard safety regulations;
- Bookmobile operations are continuously evaluated with recommended changes and improvements provided to the Bookmobile/Outreach Coordinator;
- Ensure that Outreach vehicles arrive at their locations in a safe and timely manner so that schedules are maintained;
- Promptly communicates problem areas and patron needs to Bookmobile/Outreach coordinator;
- Knowledge of library policies and procedures especially in regard to Outreach services so as to provide prompt, courteous, and efficient service to patrons;
- Library procedures are followed accurately and efficiently especially when checking in/out materials, completing registration forms and issuing library cards;
- Assist with requests for information and materials as necessary and refers patron inquiries for additional materials/answers in a timely manner;
- Demonstrated ability to promote the Library and answer service-related questions about the Library system as a whole;
- Maintains confidentiality of patron records and information;
- Confident in handling/respecting Intellectual Freedom/First Amendment Rights of others;
- Recognizes/respects the diversity of colleagues and patrons, and ensures rules are applied equally to all patrons;
- Work cooperatively to maintain harmonious relationships with patrons and other staff members;
- Assists in ensuring materials are maintained in good condition, and shelves are read, straightened, and kept neat at all times;
- Maintains files as needed, and ensures accurate statistics are maintained;
- Complete honesty is maintained when handling money.

EVALUATION: To be performed annually by the immediate supervisor who will base evaluation on the job description, observation of work completed, and results achieved.

SELECTIVE INSURANCE™

Unacceptable Drivers

An “Unacceptable” driver is:

- Any driver with less than 3 years of driving experience; or
- Any driver whose MVR includes any of the following violations (during the most recent 3 year period unless otherwise stated):
- At-Fault Accidents – 2 or more
- DWI/DUI
- Drug Offense
- Eluding a police officer
- Felony committed with a motor vehicle
- Foreign citizens with no historical driving record available to us
- Hit & Run / Leaving the scene of an accident
- Lending an operator’s license or registration to another
- Moving Violations - 3 or more

NOTE: Texting or cell phone violations are considered moving violations because they increase the chance of being in an accident. Seat belt violations are not moving violations.

- Moving Violations & Accidents – more than 2 moving violations and/or at fault accidents within the past 12 months
- Open container violation
- Passing a stopped school bus
- Racing or Speed contest violation
- Reckless Driving
- Speeding 25mph, or more, above the speed limit
- Speeding - 10mph or more over the speed limit in a school zone
- Suspended License
- Suspended License history - Drivers who have had 3 or more license suspensions as a result of moving violations
- Temporary Operators Permit
- Vehicle Manslaughter/Homicide

MVRs that do not display any of the above parameters are generally acceptable but Selective may take action on a driver based on the nature of the activity on the MVR that may not be reflected above. Selective

may also take action on a driver based on other underwriting information in its possession regarding the driver.