Montgomery County - Norristown Public Library
Job Description

Title: Bookmobile Operator, Extension	**Classification:** Support Staff II
Primary Work Location: Norristown, PA	**Department:** Bookmobile & Outreach
Supervisor: Department Head	**Number of Employees Directly Supervised:** 0
Status: ☒ **Regular** ☐ **Temporary**	**Fair Labor Standards Act Status:** Non-Exempt
☒ **Full-time** ☐ **Part-time**	**Hours:** 37.0 hours/week (Days, Evenings, Weekends)

Statement of Responsibilities:
The Bookmobile Coordinator is responsible for providing outstanding library outreach services to the public. This position also supports activities of the Bookmobile and Outreach Services Department by operating bookmobiles and driving delivery vans on regularly scheduled routes and timetables. When not staffing vehicles, the Bookmobile Operator provides back-office support to department operations and covers other library departments and branches, as needed. The Bookmobile Operator must be self-motivated, have a positive attitude toward customer service, possess personal integrity, a strong work ethic, and the ability to work individually or on a team.

This position primarily serves residents of municipalities not in the designated service area of a brick-and-mortar library or library branch. The home library for such residents is the district library center, Montgomery County-Norristown Public Library (MC-NPL). Extension bookmobiles provide mobile library branch services to these residents.

Organizational Relationships:
Maintain positive working relationships with other MC-NPL departments and branches. Represent library to external agencies including, but not limited to: service providers, schools, nonprofits, consortiums, district libraries, local municipalities, and county government.

General Responsibilities and Examples of Work:
General:
- Carries out job functions without posing a health or safety threat to self or others.

All Vehicles:
- Drives vehicles safely and courteously on set routes and timetables throughout the county.
- Fuels vehicles.
- Monitors the overall mechanical condition of vehicles.
- Performs and reports minor preventive maintenance on vehicles.
- Reports needed vehicle repairs.
- Cleans interior and washes exterior of vehicles.
- Maintains loading docks, garage, and work areas.

Bookmobiles and Office:
- Registers patrons for library cards.
- Places and processes patron hold requests.
- Circulates library materials.
- Collects fines and fees.
- Maintains library collection.
- Advises patrons on selection of library materials.
- Answers patron policy and technology questions and concerns via phone, email, and in person.
- Performs various library clerical functions.
- Works on special projects, as assigned.
- Markets library services and programs.

- Represents library at municipal community days and other library outreach events

Qualifications:

- Must have completed at least one academic year of post-secondary school education, or possess at least 5-7 years of previous work experience.
- Must have demonstrable ability to provide basic reader's advisory to patrons of all ages.
- Outstanding and enthusiastic customer service skills.
- Excellent spoken and written communication skills.
- Excellent computer literacy and experience with a library automation system preferred.
- Must possess a clean driving record with no suspension or points.

Physical Demands or Requirements: (* indicates essential requirement)

Strength/movement requirements

*Able to lift or move 30 pounds
*Able to adjust to floor level and/or reach overhead
*Able to remain in a stationary position and /or traverse for 2 hours at a time
*Able to sit for 2 hours at a time

Manual/physical dexterity requirements

*Able to the manipulate keyboard of a computer, typewriter, or other office equipment
*Able to manipulate mouse, pointing device, or other input device
*Able to manipulate data cables, cords, connections, or similar power and data devices
*Able to manipulate pages of books, insert and remove disks, manipulate library materials

Communication requirements

*Able to use telecommunication devices to hear and speak with staff and public
*Able to see, understand, and create written material

Additional Eligibility Requirements

- Employment is contingent upon the submission of the following: PA State Police Criminal History, PA Child Abuse History Clearance, FBI Criminal Background Check, and PA State Mandated Reporter Training within 30 days from the date of hire and resubmission every 60 months thereafter.

- Complete at least 6 hours of continuing education every two years as required by Act 37 of 1999 (Title 24PA, C.S.A §9335 (b)(4)).

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. All employees must be able to perform the essential functions of this position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent of undue hardship.

Print Name: _____

Employee Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Revised: 02/20/2024