

**Department:** Bookmobile Services

**Level Five – Department Head**

**Full-Time:** 37.5 HPW

**Salary:** \$17.26 – 29.93 per hour

**Supervisor:** Director

**Schedule:** Varies; some evenings & weekends required

**Non-Exempt/Hourly**

**Date Written/Revised:** February 2025

### **Job Summary:**

The Head of Bookmobile Services will coordinate and oversee the daily operations in the Bookmobile Department including the library's outreach van.

### **Principle Duties:**

- Manages daily operations of the Bookmobile Department
  - Develops and manages the bookmobile stop schedule and staff schedule
  - Determines department needs (supplies, computer equipment, vehicle maintenance, staffing)
  - Provides input and administers the department budget
  - Assures vehicles are prepared for each day's route
- Supervises bookmobile staff
  - Participates in the hiring and training of Bookmobile staff
  - Recommends staffing levels
  - Prepares monthly staff schedule and assures adequate coverage
  - Assures Bookmobile staff operate in accordance with HCDPL policies and procedures
  - Monitors and evaluates staff performance
- Maintains bookmobiles and outreach vans in safe, working condition
  - Schedules routine maintenance
  - Evaluates vehicle for non-routine repairs
  - Maintains vehicle maintenance records
- Provides direct service to Bookmobile patrons
  - Drives vehicle to bookmobile stops and community outreach events
  - Assists patrons in selecting and checking out materials
  - Resolves patron account questions or complaints
  - Other circulation duties as needed
  - Serves patrons in a courteous and business-like manner
- Oversees the Bookmobile collection by recommending materials for purchase and discarding materials as needed
- Develops and implements outreach programs tailored to the needs of underserved and remote communities or those lacking access to a fixed library facility
- Establishes and maintains partnerships with schools, community organizations, and other stakeholders to expand library access.
- Other administrative duties as assigned
  - Prepares reports including monthly narratives and statistics and regularly reports activities, issues and concerns to the Director
  - Participates in Department Head meetings
  - May attend trainings and workshops to further knowledge of library and bookmobile services

**Skills and Abilities to:**

- Knowledge and experience with delivery of bookmobile and outreach services
- Valid Ohio Driver's license and clean drivers abstract
- Knowledge of routine vehicle maintenance and experience driving large vehicles
- Highly organized
- Ability to:
  - Work with limited supervision
  - Communicate effectively, both orally and in writing
  - Adapt to change
  - Work in a fast paced environment
  - Deal tactfully and courteously with the public; and to establish and maintain effective working relationships with the general public as well as co-workers
- Experience with computers and other common office equipment
- Extensive knowledge of established library policies and procedures as well as the ability to anticipate needed changes due to changing technologies and patron needs.
- Requires physical agility and strength to bend, reach, lift and carry 30+ lbs over 30% of the time and moderate use of a computer terminal. May require lifting up to 50 pounds or occasional use of a step stool
- Work in close quarters with other staff members and the public

**Education/Certification/Demonstrated Skill Requirements:**

- Bachelor's Degree in a related field and/or appropriate library and large vehicle driving experience OR any equivalent combination of experience and/or training that provides the required knowledge, skills and abilities will be considered and approved by the Director

**Working Conditions:**

- Exposure to fumes, odors, dusts, oil/grease and dirt
- Exposure to changing temperatures
- Sufficient noise from equipment utilized to control environment, to cause mild discomfort

**The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.**

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Employee Signature

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Date