

Perry County Public Library

2328 Tell Street | Tell City, IN 47586

Phone: (812) 547-2661 | Fax: 812-547-3038

Bookmobile Assistant

Position Summary: Assists the bookmobile director in efforts to make the bookmobile an effective tool for library outreach

Reporting Relationship: Reports to the Bookmobile Director

Essential Functions:

- Drive Bookmobile
- Select materials for patrons
- Supervise other employees assigned to the bookmobile
- Other Duties as Assigned

Required Knowledge, Skills, and Abilities:

- o Ability to learn how to drive the bookmobile and earn appropriate Indiana motor vehicle operator license. "For-hire" endorsement is the current title for the required motor vehicle license endorsement. License will be required within 90 days after employment.
- o Ability to follow routes and supervise those assigned to the bookmobile in the absence of bookmobile director
- o Ability to use computer equipment and software
- o Ability and willingness to learn to use the library's automation system (library's online catalog and software)
- o Ability to be friendly, courteous, kind, and work well with people of all ages and backgrounds
- o Ability and willingness to become familiar with library services, programs, collections, and procedures
- o Ability to communicate effectively verbally and in writing
- o Ability to work harmoniously and effectively with others
- o Ability to work flexible schedule including evenings and weekends as assigned
- o Ability to sit or stand for prolonged periods (an hour or longer)
- o Employee must be familiar with, or able to learn to use, the following equipment in order to perform job functions:
 - o Bookmobile

- o Library Automation System, personal computers, scanner, etc.
- o Internet
- o Photocopier
- o Fax Machine

Physical requirements:

While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; smell. The employee is occasionally required to stand; walk; sit; climb; balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. The employee must be able to perceive, initiate, or respond to fire alarms, warning sirens, and telephone system all-call messages in a calm, rational manner, making sure that the other employees and patrons are safe and out of the building.

Required Experience: None

Education: High School degree or equivalent and the ability to complete LC 6 requirements; continuing education requirements according to state law. SO LEUs over the course of five years.

License Requirements: LC 6, (High School Diploma and 3 years of library experience, OR earn 9 credit hours of library science courses, you can have up to three years to earn permanent certification)

"For-hire" endorsement is the current title for the required motor vehicle license endorsement.

**** License For-Hire endorsement is required within 90 days of employment. Failure to do so will result in termination of employment.**