

EDISON TOWNSHIP PUBLIC LIBRARY

Position Title: Bookmobile Librarian
Reports to: Library Director

PURPOSE OF POSITION

Responsible for the operation of the Bookmobile, including the vehicle and the delivery of library services to the general public. Responsible for supervising and directing the work activities of nonprofessional level employees.

ESSENTIAL FUNCTIONS

1. Actual responsibilities may include some or all of the functions listed and will vary with the particular assignment.
2. Responsible for performance and proper functioning of the Bookmobile unit, including the operation and maintenance of the vehicle, as well as providing library services.
3. Supervises employees assigned to the Bookmobile in all phases of work assignments and personnel matters.
4. Travels with the Bookmobile and assists in all phases of patron contact.
5. Assists patrons with any questions or problems they may have with Bookmobile procedures or specific situations.
6. Recommends various library materials to patrons to assist them in their use of the Bookmobile.
7. Plans, supervises, and evaluates the effectiveness of various programs presented by the Bookmobile, e.g. outreach programs, reading programs, contests, or special presentations.
8. Recommends books or other materials to add to or delete from the Bookmobile Collection based on contact with patrons.

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ESSENTIAL FUNCTIONS (Cont'd.)

9. Prepares public relations material, and may represent the Bookmobile by giving talks or making presentations.
10. Compiles various statistics as required.
11. Designs and sets up displays and exhibits for Bookmobile programs.
12. Contributes to the effective team management of all relevant problems, issues and opportunities.
13. Performs other activities as necessary.

MARGINAL FUNCTIONS

Marginal functions will vary with the specific assignment, and depend on the particular unit or function for which the person is responsible.

MINIMUM QUALIFICATIONS

A Masters Degree in Library Science. A professional Librarian's certificate issued by the New Jersey Department of Education. Three years professional librarian experience, with at least one year at the Supervising Librarian's level or above.

SPECIAL SKILLS

Professional knowledge of the theories, objectives, principles and techniques of librarianship. Knowledge and skills in management and supervisory techniques. Special subject knowledge may be needed depending upon specific assignment. Has, or is able to quickly acquire basic computer and typing skills, sufficient to use library equipment. Strong interpersonal and communication skills.

PHYSICAL/MENTAL/ENVIRONMENTAL

Physical:

Sit: 20 – 50%

Walk/Stand: 20 – 50%

Drive: Valid driver's license required.

Body Movements: Bending and reaching, sometimes uses a ladder.

Lifting: Small number of books,

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periodicals, or other library material.

Mental: Interpret, analyze and problem solve

Environmental: Normal office environment