



JOB TITLE		DEPARTMENT	JOB LEVEL
Book Bike Summer Assistant		Branch Services - CSPD	4
CLASSIFICATION	REPORTS TO	SUPERVISES	
Temporary Part-Time Non-Exempt	Director of Branch Services	n/a	

POSITION SUMMARY

Under general direction of the Director of Branch Services, rides the Book Bike, assists customers and performs tasks related to organizing materials for the Book Bike. Works closely with Book Bike Branch Clerk and collaboratively with staff in all departments as needed.

ESSENTIAL RESPONSIBILITIES

- Rides the Book Bike to various neighborhood locations, including community parks and farmer's markets
- Circulates library materials and creates new library card accounts using a mobile checkout system
- Stocks and unloads library materials on/off the Book Bike
- Engages with community members around the Summer Reading Program and other library related events and programs
- Assists on the Bookmobile as needed
- Other library related duties as assigned

KNOWLEDGE / SKILLS / ABILITIES

- Excellent verbal and written communication skills
- Ability to take direction from and work with various levels of staff
- Must be flexible and able to adapt to library routine
- Ability to function effectively as part of a team
- Pleasant and courteous manner in dealing with the staff and public
- Must have strong public service focus, making customers and their needs a primary objective of one's actions
- Must be tactful, respect confidentiality and address situations with sensitivity and consideration of others
- Must value diversity, appreciating and leveraging the capabilities, insights and ideas of all individuals
- Must be accurate, efficient and detail-oriented
- Ability to perform basic computer functions
- Knowledge of Dewey Decimal system and ability to sort material in alphabetic and numeric order
- Exercises good judgment and fairness while fulfilling job duties and responsibilities
- Adapts well to changes in existing practices, library routines, and workflows

- Must be a self-starter and self-motivated with the ability to work independently and with others
- Ability to prioritize, multi-task and manage time efficiently and effectively in a fast-paced environment
- Must be dependable and punctual
- Must be adaptable when experiencing changes in work tasks and adjust positively and effectively to new processes, requirements or structures

EDUCATION/EXPERIENCE QUALIFICATIONS

- High school diploma or equivalent
- Experience riding a bicycle
- Completion of Bicycle Safety training will be required
- Previous customer service experience preferred
- Experience working with children a plus
- Knowledge and experience with basic computer applications
- Bilingual Spanish/English language skills a plus

TOOLS/EQUIPMENT

Use of the following equipment: bicycle, book cart, calculator, computer and laptop with mouse, iPad, photocopiers, printer, public access catalog terminal, telephone, mobile phone, radio, and Integrated Library System.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Ability to safely ride the Book Bike a minimum of 10 miles
- Ability to comfortably work outdoors for several hours at a time
- Must be able to hear, comprehend and respond to staff and customers both in person and in telephone conversations
- Must have visual ability to see computer screen, read call numbers on books and barcode labels
- Must be able to manipulate computer keyboard, calculator, and other equipment
- Must be able to lift and carry bags or boxes of books weighing up to 40 pounds
- Must be able to lift volumes weighing up to 15 pounds each
- Must be able to push a cart of books weighing greater than 100 pounds
- Must be able to reach a height of greater than 60 inches
- Must be able to speak distinctly to large groups
- Must be able to bend to reach lower shelves
- Must be able to lift, move and re-arrange shelves
- Must be able to move or carry chairs, tables and other small furniture
- Must be able to walk distances of more than 50 feet within the building
- Must be able to sit or stand for extended periods of time during work period
- Must be able to work evenings and weekends

* The scope of the job may change as necessitated by the library's operational demands