



JOB TITLE		DEPARTMENT	JOB LEVEL
Substitute Bookmobile Driver		CSPD Division: Bookmobile Department	7
CLASSIFICATION	REPORTS TO	SUPERVISES	
Substitute Non-Exempt	Manager of Bookmobile Services	N/A	

### **POSITION SUMMARY**

---

Under direction of the Manager of Bookmobile Services, operates the library Bookmobile, assists Bookmobile customers and reach residents with library services within the 65+ square mile district area.

### **ESSENTIAL RESPONSIBILITIES**

---

#### **Maintains Routes, Schedules and Safe Operation of the Bookmobile**

- Drives the Bookmobile safely along a set scheduled route, which varies by day and week
- Ensures the Bookmobile is fueled, orderly and ready for business each day
- Manages daily vehicle checklist and logs and immediately communicates vehicle issues to Bookmobile Manager noting mechanical and body defects to the vehicle
- Follows Rules of the Road and safety protocols ensuring safe Bookmobile operation
- Ensures safety of children and customers approaching and boarding the Bookmobile
- Takes action and knows the procedures to deal with potentially disruptive or unsafe situations
- Calls 911, notifies Library Security and submits an Incident Report if customers require assistance of police, medical or other emergency services

#### **Maintains Library Collections and Services for Library Customers**

- Assists Bookmobile customers with questions and information requests
- Uses ILS for check out of materials
- Ensures appropriate materials are shelved for the audience of the day's route
- Works with volunteers and Bookmobile Assistants to serve customers at stops

#### **Professional Role**

- Interprets and implements Library and Bookmobile policies and procedures
- Attends Bookmobile team meetings and training sessions as requested
- Participates in monthly CSPD Division meetings, annual retreats and other staff meetings and training sessions as requested
- Performs other library related and Bookmobile vehicle duties as assigned \*

## **KNOWLEDGE / SKILLS / ABILITIES**

---

- Familiarity with Elgin area and Gail Borden Public Library District a plus
- Exercises good judgment and fairness when making necessary decisions
- Knowledge of the Rules of the Road and safety protocol for Bookmobiles or large vehicles
- Must have strong public service focus making customers and their needs a primary objective of one's actions
- Ability to communicate, verbally and in writing, with all segments and levels of staff and the public in a courteous and pleasant manner
- Ability to establish and build productive working relationships with other staff and customers
- 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
- Ability to work independently, as well as a team-member, and think "outside the box" to address and solve problems
- Ability to prioritize, multi-task and manage time efficiently and effectively in a fast-paced environment
- Ability to organize and coordinate one's own work
- Must be dependable and punctual
- Must be able to manage stress and maintain stable work performance under pressure
- Experience and ability using Microsoft Office, e-mail, Internet browsers and other computer applications
- Must be adaptable when experiencing changes in work tasks and adjust positively and effectively to new processes, requirements or structures

## **EDUCATION/EXPERIENCE QUALIFICATIONS**

---

- Associate's degree or commensurate experience
- Valid Class B Commercial Driver's License (CDL)
- Must have a record of safe driving for a minimum of 5 years
- Valid personal vehicle insurance
- Customer service experience
- Library ILS and library outreach experience a plus
- Spanish language a plus

## **TOOLS/EQUIPMENT**

---

Use of the following equipment: bus/truck driving, book cart, calculator, computer and laptop with mouse, iPad, photocopiers, printer, public address system, public access catalog terminal, telephone, mobile phone, radio, and fax machine, ILS system.

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

---

- Must be able to hear, comprehend and respond to the library user in person, through telephone conversations, and in writing
- Must be able to speak distinctly to small and large groups of people
- Must have visual ability to drive in various weather conditions, see computer screen, and read printed text
- Must be able to manipulate mobile phone, computer keyboards, and vehicle equipment
- Must be able to alphabetize and sort items in numerical order
- Must be able to manipulate or move objects weighing up to 40 pounds
- Must be able to work in an enclosed, moving vehicle
- May be required to stand for extended periods of time
- Must be able to walk distances of more than 100 feet and walk up and down stairs
- Must be able to work and drive in all types of weather (snow, ice, rain, summer heat)
- Must be able to lift, move and rearrange items located in the Bookmobile
- Must be able to push a cart of books weighing greater than 100 pounds
- Must be able to perform repetitive hand motions for extended periods of time
- Must be able to bend or stoop to inspect underneath the Bookmobile
- Must have flexibility to maneuver in and out of the driver's seat
- Must be able to work scheduled evenings and Saturday hours and meet general attendance requirements with flexibility in schedule

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