

BOOKMOBILE OPERATOR

DEFINITION

Under general supervision, drives bookmobiles and performs library clerical work.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Drives bookmobiles to scheduled library stops. Uses an automated circulation system or manually checks in and out a variety of library materials. Registers borrowers and assists patrons, including answering general inquiries about library circulation services. Performs routine clerical tasks, such as typing, filing, routing mail, shelving and helping in the processing and maintenance of library materials. Loads, unloads and maintains bookmobile in a clean and orderly fashion. Ensures that bookmobile is set up for safe and efficient operations, including checking and adjusting air or fluid levels, fueling, making minor adjustments and scheduling the unit for preventative maintenance and repairs. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a specialized class which performs routine clerical work of a varied nature involved in providing library clerical services on a bookmobile which follows prescribed or well-established procedures and which can be learned readily by on-the-job training. This class is distinguished from other library clerical classes by its responsibility for safety of the bookmobile.

RECOMMENDED MINIMUM QUALIFICATIONS

Experience in driving vehicles, which require a California Class B Driver's License; education and experience equivalent to graduation from high school and some general clerical or library clerical experience which provided the desired knowledge and abilities.

SPECIAL REQUIREMENT

Possession and retention of a current California Class B driver's license, including air brake endorsement, as a condition of employment. Must be able to ascend and descend stairs in order to enter and exit the bookmobile. In addition, incumbents may be required to stand at a public counter for sustained periods and to work evenings, weekends and holidays as needed or on a rotational basis.

### DESIRABLE KNOWLEDGE AND ABILITIES

Knowledge of: Business English and arithmetic; office procedures and practices.

Ability to: Understand and follow oral and written instructions; perform light vehicle maintenance and make minor adjustments; make simple computations and listings with speed and accuracy; learn assigned clerical tasks quickly and readily; develop skill in and adhere to prescribed routines; write legibly and accurately; work independently, without close supervision; establish and maintain effective working relationships with other employees, school age children and the general public.

Familiarity with typewriter/computer keyboard is highly desirable.

### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are excellent drivers who are attentive to traffic and road conditions. They are well organized, take pride in maintaining a clean and orderly bookmobile, and are conscientious in assuring safe working conditions. They enjoy dealing with both adults and children of multi-cultural backgrounds, and are committed to quality service and teamwork.

Class title established per Council Resolution No. 91-103,  
effective 12-1-91

Reviewed: 12/03  
ADA approved: 12/03