

JOB DESCRIPTION
JEFFERSON DAVIS PARISH LIBRARY

POSITION: **Mobile Branch Assistant**

RESPONSIBILITIES: Assists Mobile Branch Manager in providing outreach services. Represents the library system to the community. Performs general clerical tasks of a routine nature in connection with the services provided by the bookmobile. Performs all other duties as assigned by Director.

Immediate Supervisor: Library Director

Duties:

- Drives library van always being cognizant of changing road conditions, weather conditions, etc.
- Checks bookmobile and van before each trip for supplies, informing headquarters of needed items
- Maintains records of mileage, gasoline, & servicing
- Schedules maintenance and repairs as needed
- Maintains cleanliness and visual appeal of bookmobile and van
- Loads/unloads bookmobile/van for trips
- Assists with monthly visits to various locations throughout Jeff Davis Parish
- Provides, Selects and recommends materials & books for all patrons of the Mobile Branch
- Orders requested books through ILL (inter-library loans) if they are not available in the Jeff Davis Parish System
- Shelves books, read shelves, and shift books to make room for new books
- Barcodes New Magazines and Deletes Old Magazines
- Maintains record of reference questions
- Knows, explains and enforces all library policies to patrons
- Provides monthly calendar of all scheduled stops to co-workers
- Assists with Summer Programs providing support to Mobile Branch Manager as needed
- Assists with and orders materials for blind and handicapped via the State Library
- Seeks ways to continually “outreach” to patrons

Qualifications:

Must be 21 years or older and have valid Louisiana Driver's License. Having a Class C License CDL or Chauffer's License is preferred but not required. Ability to keep vehicle use and maintenance/repair records. Neat, alert, dependable and accurate.

College education and/or professional experience preferred. Must have excellent computer skills, effective public relations skills and the ability to multi-task. Responsibilities may include program planning, interlibrary loan, small budget management and other related library skills.

Ability to follow oral and written orders, ability to work well with others, ability to meet the public in a pleasant manner (young and old alike), use machines, and other equipment, ability to manage a myriad of tasks and responsibilities with calm and mature demeanor. Must possess leadership, teamwork and organizational skills.

Physical Demands: While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear, and to use hands to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must frequently lift and/or more up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Hours:

Part-time [20 hrs/week]

Salary:

Starting pay \$10.71/hr

Vacation:

See Board Policy

Sick Leave:

See Board Policy

Retirement:

See Board Policy