



## BOOKMOBILE DRIVER

9.537

### NATURE OF WORK IN THIS CLASS:

Under general supervision of the Library Technician and/or the Librarian, this position performs paraprofessional circulation duties providing library services to the general public; and facilitates the delivery of library materials and information in outlying areas with no immediate facilities available.

Employees in this class perform skilled work in the operation of a Bookmobile to assigned locations.

### ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Drives Bookmobile to and from assigned locations according to library services schedule; practice safe and defensive driving.

Assist patrons in locating materials or take requests for particular items.

Advise and/or recommend titles when appropriate.

Perform general circulation routines as appropriate; check-in, check-out, renewal of materials, process applications, and collection of fines or fees.

Inspects returned books for damage, verifies due-date and computes and receives overdue fines

Sort, shelve, and file various library materials accurately according to library classification systems

Provides information, responds to requests, and answers questions about library policies and services while at designated stops.

Provides routine reference information; refers non-routine questions to a Library Technician or supervisor

Assist Library Technicians with general circulation routines as assigned

Rotate library materials; load and unload books and other material from the Bookmobile to keep the transported collection updated and current.

Conducts daily maintenance checks of Bookmobile and ensures vehicle is operational.

Maintains a daily checklist; log mileage, fuel consumption, and condition of vehicle.

Prepares weekly reports on mileage, diesel and oil usage

Coordinates routine maintenance and repair services of the Bookmobile



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Provides administrative support; operates standard office equipment including computer equipment

Provides customer service to library patrons

Perform related technical/ administrative duties as required.

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the traffic laws, regulations and safe driving practices

Knowledge of general administrative functions and clerical procedures

Ability to interpret and apply library procedures, practices and software

Ability to rotate library books and other materials to keep collection current

Ability to sort, shelve and access materials in close quarters

Ability to work effectively with the public and employees

Ability to communicate effectively both orally and in writing

Skill in the operation of large automotive equipment

### **MINIMUM EXPERIENCE AND TRAINING:**

- A. One (1) year of experience in administrative or clerical work, one (1) year of experience in the operation of large automotive equipment; and graduation from high school or a General Equivalency Diploma (G.E.D); or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

### **NECESSARY SPECIAL QUALIFICATIONS**

Possession of a valid Guam Chauffeur's license

Department of Transportation (DOT) Medical Certification may be required

**ESTABLISHED:      MAY 2005**  
**AMENDED:         MARCH 2020**  
**FLSA:                NON-EXEMPT**  
**PAYGRADE:        H**



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HAY EVALUATION: KNOW-HOW:	C I 2	115
PROBLEM SOLVING:	C 2 (19%)	22
ACCOUNTABILITY:	B N III	<u>29</u>
TOTAL POINTS:		166

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**EDWARD M. BIRN, Director**  
**Department of Administration**