

WOOD COUNTY DISTRICT PUBLIC LIBRARY

An Equal Opportunity Employer

POSITION DESCRIPTION

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Class Title:	Librarian	Employee Name:	
Department:	Bookmobile & Outreach Srv.	Position Title:	Bookmobile & Outreach Librarian
Reports To:	As assigned.	FLSA Status:	Nonexempt
Employment Status:	Part-time	EEO Status:	06
Pay Grade:		DOT/O*Net Code:	249.367-046

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Completion of a bachelor's degree; two (2) years successful customer service experience; excellent communication skills (written & oral); demonstrable research & technology skills; one (1) year experience developing and leading activities for young children; or equivalent combination of knowledge, experience, or skills.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must maintain a valid State of Ohio driver's license; must maintain insurability according to library policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Standard office equipment (e.g., computer, telephone, copier, fax machine, etc.); motor vehicle operation.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to, must negotiate, use, or work with or in the vicinity of chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.) and in a garage environment (gas, oil, paint fumes, gasoline fumes, etc.); is exposed to or works with or in the vicinity of sharp objects and cleaning products; works in or around crowds; is exposed to potentially hazardous driving and/or weather conditions (e.g. snow, sleet, ice, rain, wind, etc.); has contact with potentially violent or emotionally distraught persons; works evenings and weekends and community events (fairs, festivals, parades, etc.) as assigned; routinely lifts objects 50 pounds or less; routinely carries objects 50 pounds or less; is required to sit during approximately 20% of work duties; is required to stand during approximately 40% of work duties; is required to walk during approximately 40% of work duties; bends, stoops, moves, and reaches; pushes/pulls loaded book carts; routinely packs and carries boxes or bags of books weighing up to 50 pounds; shovels snow and applies salt to maintain patron access to bookmobile services during winter.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, OH 43016

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Delivers all library services to patrons outside of the library’s buildings including, but not limited to: bookmobile services to community and institutional settings, homebound and delivery services to residential and institutional settings; storytimes to children aged 0-5 and elementary students; and library services at the Wood County Jail Library. Maintains safe operation of library vehicles at all times and following established safety protocols, coordinating repair/maintenance needs with the Maintenance Supervisor. Creates excitement for library services at bookmobile stops, daycares, schools, etc. Maintains positive relationships with service provider partners. With supervisor, implements a schedule of bookmobile stops and outreach locations at daycares, preschools, schools, senior facilities, other institutions, and community locations to increase overall usage of the library’s collections and services.

2. Provides customer services at any library location to patrons of all ages and backgrounds in-person and by phone, email, text, chat, etc.; assists patrons in locating and using library resources; recommends books, movies, and music to patrons; assists patrons in downloading and using apps to access digital content; assists patrons in using computers, copiers, printers, audio-visual, and other equipment; follows established policies and procedures; communicates well at all times with patrons, peers, supervisors, and stakeholders.

3. Initiates, plans, presents, and leads programs and activities (in-person, virtually, on social media, etc.) that encourage use of library collections and services; provides reference assistance and reader’s advisory services to children, teens, families, caregivers, teachers, and all patrons (in person, electronically, and by phone); under direction of supervisor, evaluates, selects, and deselects items for the collections in multiple formats; maintains knowledge and appreciation of literature and media for patrons of all ages; demonstrates ability to effectively share this knowledge with diverse audiences through public speaking (in-person or virtual events).

4. Checks library materials in and out via computer system; registers patrons for library cards and updates accounts; collects fees and processes payments according to established policies and procedures; restocks displays and promotional items; places items on hold; helps patrons sign up for programs. Opens and closes the library daily (department or entire building); answers telephone and directs calls; receives deliveries; guides patrons to the appropriate coworker.

5. Serves as safety monitor maintaining a safe space for all and enforces Library Code of Conduct; contacts police or emergency services as appropriate based on policy and procedure; documents all injury or security incidents completely; submits documentation to the director in a timely fashion.

6. Loads and unloads bookmobile to meet the needs of the next run; shelves materials with a high degree of

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accuracy; empties book drop; maintains files; retrieves items from shelves for pull list and/or collection maintenance reports; shifts and shelf-reads collections as needed to maintain order; processes delivery (incoming and outgoing) of Intra-Library Loans; packs and moves boxes of books; mends materials; performs light clerical and custodial duties as assigned.

- 7. Recommends improvements in areas of responsibility as well as possible new service delivery stops within the community; keeps supervisor informed of projects, duties, and progress; communicates fully and effectively with supervisor and fellow employees.
- 8. Provides logistical support to coworkers in implementation and delivery of library programs, events, etc.; participates in community events as assigned to advance the library’s standing in the community; promotes library services and the library’s vision, mission, and core values.
- 9. Meets all job-safety requirements and all applicable OSHA safety standards that pertain to essential functions. Assists with snow removal in absence of maintenance staff.
- 10. Maintains all required licensure and certifications; maintains access to a vehicle to provide own transportation when participating in off-site Library business and activities.
- 11. Maintains confidentiality in accordance with library policy and all applicable laws and regulations.
- 12. Demonstrates regular and predictable attendance; attends meetings, conferences, and seminars as directed; serves on boards and committees as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- 13. Performs any and all other duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Wood County District Public Library. Interacts with volunteers, staff, and patrons to best represent the library’s vision, mission, and core values.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: WCDPL policies and procedures*; WCDPL goals and objectives*; driver safety practices; bookmobile practices & procedures*; library materials and methods*; filing systems; correct use of grammar, punctuation, and spelling; office practices & procedures; operative maintenance and minor vehicle repair; acquisition, processing, circulation, statistical, and inventory routines; current and classic literature, movies, and music geared for youth (ages 0-17); basic computer applications such as Microsoft Office or Google Suite.

Skill in: use of modern office equipment; computer operation; motor vehicle operation; operation of fully loaded bookmobile with gross weight rating of 12,000 to 26,000 pounds*; strong verbal/written

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communication; technology, including use of apps, digital content, and databases.

Ability to: deal with problems involving few variables in familiar context; sort items into categories according to established methods; arrange items into numerical or alphabetical order; add, subtract, multiply, and divide; check pairs of items that are similar or dissimilar; perform research of a complex nature; collect data, establish facts, and draw valid conclusions; answer routine inquiries from the public; communicate effectively; perform tasks with high degree of accuracy; stay on task with minimal supervision for extended period; meet deadlines; resolve complaints; carry out detailed written or oral instructions; exercise discretion in handling sensitive inquiries; exercise sensitivity when working with others; exercise independent judgment following policies and procedures (and to make own decisions within said policies and procedures); maintain records according to established procedures; uphold confidentiality of interactions; represent the library in a positive and professional manner at all times; develop and maintain effective working relationships with staff, community groups, institutions, volunteers, etc.; push/pull carts of books, lift/carry boxes and bags of books weighing up to 50 pounds regularly, and stand, bend, reach for varying and extended periods; demonstrate regular and reliable attendance to avoid service disruptions; travel to and gain access to work sites.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

Pages, as assigned.

Volunteers, as assigned.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Pages(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)