

Class Code: E26
City of Anaheim
Class Specification

CLASSIFICATION:
BOOKMOBILE OPERATOR

Definition:

Under supervision, to drive a bookmobile on a scheduled route, to perform library clerical work related to circulation services and to operate delivery vehicles.

Examples of Essential Job Functions - Depending upon areas of assignment, responsibilities and duties may include, but are not limited to, the following:

Drives a motorized mobile library van on a scheduled route making predetermined stops.

Serves bookmobile patrons, registering patrons for library services, assisting patrons in book selection, charging and discharging materials and accepting requests for book reserves.

Checks library vehicles for service and repair needs, transports vehicles to fleet maintenance, gases and cleans vehicles and keeps simple records of preventive maintenance.

Registers patrons for library cards, including verifying addresses, completing forms, entering information into computer terminal and explaining library procedures.

Charges and discharges library books and materials, taking charge of the circulation section of the library, as assigned.

Collects fines for overdue and damaged materials.

Rotates and selects books for bookmobile collection in accordance with guidelines established by a librarian.

Shelves books and reads shelves.

Schedules deliveries to branch and contract libraries, trains drivers and drives delivery vehicle.

Assists main, branch and contract libraries in the resolution of computer terminal operations problems, as assigned.

Operates a variety of office equipment such as a CRT, typewriter, and cellular phones.

Trains part-time Library Page Drivers.

Performs other job-related work as required.

Minimum Requirements:

Experience in: Operating vehicles and performing routine clerical work.

Knowledge of: English language; basic math; simple record keeping methods; appropriate safety precautions and procedures.

Ability to: Safely operate a vehicle observing legal and defensive driving practices; receive monies and make change; write legibly; file in numerical and alphabetical order; operate a typewriter and CRT keyboard accurately; read, understand and apply routine written materials; understand pertinent procedures and functions quickly and applying them under moderate supervision; establish and maintain effective relationships with those contacted in the course of work. Ability to speak Spanish at a conversational level is highly desirable.

Physical Requirements: Incumbents frequently lift materials weighing up to 65 pounds and bend and stretch regularly. Incumbents are required to work a varied schedule, including Saturdays.

License and/or Certification Required: Possession of or the ability to obtain a Class A valid California Driver's License by date of appointment.

Supervision Received: Works under technical supervision of the Circulation Services Manager. Work in progress and completed work is reviewed periodically.

FLSA Designation: Non-Exempt

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Revised 9/86 - W Jerz
Revised 7/91 - V Kilmurray
Doc: CS1011VK