Library Assistant II-Bookmobile
FT 40 hr week
Min. hourly rate: $10.1243/ $$21,058.52 Annual

Answers to: Head of Bookmobile Services

Nature of Work:
> **Under broad supervision,** provide library materials and services to patrons who are unable to visit a library branch

Essential Duties and Responsibilities:
> Drive Bookmobile and perform pre-and post-trip inspections (tires, generator, fuel, etc)
> Report problems to management
> Work with manager to schedule maintenance and/or repairs and keep records of same
> Keep vehicle clean-inside and outside
> Check materials out to patrons
> Assist patrons with material selection
> Re-shelve materials
> Prepare route for bookmobile
> Take patron requests
> Hand-deliver materials to disabled patrons
> **Other duties as requested**

Required Knowledge, Skills and Abilities:
> Must have valid Class D - Chauffer's License or obtain license within 30 days of
>   employment
> (A driving record check will be performed on all employees driving Library vehicles)
> Some knowledge of library procedures
> Ability to understand and follow oral and written instructions
> Ability to deal effectively with co-workers and the public
> Flexibility with scheduling to maximize public service in spite of setbacks
> Basic computer skills

Physical Requirements:
> Work requires recurring standing, stooping, climbing, walking and lifting of items weighing between 25 to 75 lbs. and may require occasional lifting of objects weighing in excess of 75 lbs.. The work may require specific physical characteristics and abilities such as heightened strength, mobility and dexterity.

Required Qualifications:
> High school diploma + 1 year of directly related experience

The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.

The Ouachita Parish Public Library is an equal opportunity and an At-Will employer.
A criminal background check and a drug screening are part of the pre-hire process

FLSA STATUS: NON-EXEMPT

8/27/13