

Jurisdictional Class: Competitive; Non-Competitive when Part Time
Adopted: January 2, 1998
Revised: April 26, 2010

BOOKMOBILE CLERK-DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This position calls for the performance of duties of a diversified nature. Not only does the work involve responsibility for the driving and maintenance of the library bookmobile, but also requires extensive clerical and public service skills characterized by a team player approach. Work days range for extremely busy stops to routes with some "down time". General supervision of this position is exercised by a professional librarian. Supervision of this position while on the road is exercised by a Senior Library Clerk/Library Technician. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Drives bookmobile over scheduled routes;
Greets members of the public and responds to their request;
Performs minor repair and maintenance on bookmobile;
Keeps accurate record of maintenance data and keeps related statistics;
Performs clerical/computer assisted operations relating to the filing and loan of books;
Loads and unloads bookmobile books (some heavy lifting involved);
Substitutes on van delivery and performs other related duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of operation of automotive equipment;
Good knowledge of business arithmetic and English;
Good knowledge of basic clerical terminology and procedure;
Knowledge of or willingness to learn automated computer system as relates to job duties;
Ability to deal effectively and tactfully with the public of all ages, including senior citizens and children;
Ability to readily acquire familiarity with departmental organization and policies;
Ability to make simple automotive repairs;
Ability to understand and follow simple oral directions;
Ability to get along well with others;
Ability to write legibly and keep accurate records;
Familiarity with the Vehicle and Traffic Law as it relates to the operation of automotive equipment;
Strong interpersonal skills as related to the public and co-workers;
Sound independent judgment with high degree of accuracy;
Interest in/appreciation of books and reading;
Clerical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of paid experience in the operation and maintenance of automotive equipment requiring at least a Class B license and one (1) year clerical experience.

SPECIAL REQUIREMENTS: Possession of an appropriate New York State driver's License at time of appointment.