

Montgomery County-Norristown Public Library Position Description

Title:	Preschool Outreach Bookmobile Operator
Classification:	Support Staff II
Department:	Bookmobile and Outreach Services, Main Library
Supervisor:	Department Manager
Number of Employees Directly Supervised:	0
Primary Work Location	Norristown, PA
Fair Labor Standards Act Status:	Non-Exempt
Hours:	Full-Time, 37.0 hours/week
Schedule:	Days, Occasional Evenings and Weekends

Statement of Responsibilities

Assist department managers to coordinate the activities of the preschool bookmobile program, Books Go Round (BGR). Provide library outreach services to preschool children (ages 3-5) in Head Start, Pre-K, preschool, and daycare classrooms throughout the county. Establish positive working relationships with classroom teachers. Help schedule the BGR for regular classroom visits. Help communicate schedules, policies and procedures to all stakeholders. Help develop and maintain the BGR collection. Design and deliver story times and literacy programs. Provide reader's advisory to children and teachers. Drive and operate bookmobiles and cargo vans.

Organizational Relationships

Maintain positive working relationships with other MC-NPL departments and branches. Represent department to external agencies including, but not limited to: service providers, schools, nonprofits, consortiums, district libraries, local municipalities, and county government.

General Responsibilities and Examples of Work

General:

- Carries out job functions without posing a health or safety threat to self or others.

All Vehicles:

- Drives vehicles safely and courteously on set routes and timetables throughout county.
- Fuels vehicles.
- Monitors overall mechanical condition of vehicles.
- Performs and reports minor preventive maintenance on vehicles.
- Reports needed vehicle repairs.
- Cleans interior and washes exterior of vehicles.
- Maintains loading docks, garage, and work areas

All Bookmobiles:

- Registers patrons for library cards.
- Places and processes patron hold requests.
- Circulates library materials.
- Collects fines and fees.
- Maintains library collection.
- Advises patrons on selection of library materials.
- Answers patron policy and technology questions and concerns via phone, email, and in-person.
- Performs various library clerical functions.
- Works on special projects, as assigned.
- Markets library services and programs.
- Represents library at municipal community days and other library outreach events.

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Position Description

Outreach:

Scheduling

Help prioritize requests for BGR service. Helps coordinate the BGR service routes and stop schedule. Answer BGR schedule questions.

Reader Advisory

Develop and distribute suggested reading and themed booklists. Provide reader advisory services to children and teachers.

Programming

Help coordinate the development and delivery of BGR story times and literacy programming to preschool (ages 3-5) service populations. Exhibit outstanding engagement with children when reading stories and providing literacy programming.

Communication

Help coordinate BGR marketing efforts to targeted service populations. Assist department managers with publicity efforts for the BGR service, including the website and social media. Help publish and distribute the BGR schedule, policies and procedures to all stakeholders. Direct BGR customer service feedback to department managers.

Collection Development:

Participate with department staff in collection development and maintenance for preschool (ages 3-5) service populations, including selection and weeding.

Record Maintenance and Reports:

Help collect and report BGR monthly and annual statistics.

Qualifications for Employment

- At least two academic years of post-secondary school education or have at least 5-7 years of work experience. Early childhood education credits a plus.
- Early childhood education experience and storytelling experience preferred.
- Excellent spoken and written communication skills.
- Excellent computer literacy.
- No points on PA State driver's record.

Potential employment is contingent upon prior submission to employer the results of the following background checks: PA State Police Criminal History, PA Child Abuse History Clearance, and FBI Criminal Background Check. Completion of PA State Mandated Reporter Training within 30 days of hire is also required.

Physical Demands or Requirements (* indicates essential requirement)

Strength/movement requirements

- *Able to lift or move 30 pounds
- *Able to bend to floor level and/or reach overhead
- *Able to stand and/or walk for 3 hours at a time
- *Able to sit for 2 hours at a time

Manual/physical dexterity requirements

- *Able to manipulate keyboard of computer, typewriter or other office equipment
- *Able to manipulate mouse, pointing device or other input device
- *Able to manipulate data cables, cords, connections, or similar power and data devices
- *Able to manipulate pages of books, insert and remove disks, manipulate library materials

Communication requirements

- *Able to use telecommunication devices to hear and speak with staff and public
- *Able to see, understand and create written material

September 09, 2021