

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE:** BOOKMOBILE DRIVER  
**DEPARTMENT:** LIBRARY  
**REPORTS TO:** LIBRARY DIRECTOR

**CLASS CODE:** 8005  
**FLSA STATUS:** N  
**DATE:** 04/03

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**JOB SUMMARY:**

Under limited supervision, drives County Bookmobile to assigned locations; performs specialized circulation duties providing library services to the general public; maintains Bookmobile in clean and operable condition; and performs other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished from the Bookmobile Librarian by its primary responsibility for driving the Bookmobile to and from remote locations. The class is further distinguished by its lack of professional or paraprofessional library experience.

**SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(This class specification may not include all the duties listed, nor do the examples cover all the duties that may be performed.)*

Drive bookmobile to and from assigned locations by practicing safe and defensive driving in order to provide library services to county residents in outlying areas that have no facilities immediately available.

Maintain Bookmobile in a clean and operative condition by washing the exterior and detailing the interior of the vehicle on a periodic basis, ensuring that routine maintenance (e.g., oil change, tune-up, safety inspection, etc.) and needed repairs are performed in a timely manner; perform minor vehicle troubleshooting and repair in order to handle emergency breakdowns to ensure that the assigned bookmobile schedule is followed.

Offer information about library policies and services while at designated stops by answering questions and requests; assist patrons in locating materials or take requests for particular items; advise and/or recommend titles when appropriate in order to provide customer service.

Process library card applications by keying information into the computer data base and issuing new cards, process book purchases and secure monies from same; check library materials in and out to provide clerical support to Bookmobile librarian staff.

Load and unload books and other materials from the Bookmobile in order to keep the transported collection current.

**MATERIAL AND EQUIPMENT USED:**

Bookmobile	Computer(s)	Typewriter	Copy Machine
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**MINIMUM QUALIFICATIONS REQUIRED:**

**Experience:**

One to two years of commercial driving experience that included direct public contact on a daily basis.

Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

A valid California Commercial Driver's License, Class A or Class B with Air Brake Certification is required at the time of application.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

Safe and defensive driving practices.

Responsive customer service practices.

Standard reference materials and information sources.

Literature, both current and forthcoming, and other materials available to patrons from the Library.

Correct English usage, including spelling, grammar, punctuation and vocabulary.

Community interests and needs.

Record keeping, report preparation, filing methods and records management techniques.

### **Ability and Skill to:**

Safely and defensively drive the County Bookmobile from location to location.

Effectively interact with members of the public, providing assistance and effective service in a courteous manner using tact, discretion and maintaining composure in potentially stressful situations.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Operate standard office equipment including computer equipment.

Accurately enter and retrieve data and information into a computer terminal.

Communicate clearly and effectively both orally and in writing, tailoring the message to the intended audience.

Report to work on time and accomplish assigned tasks with a minimum of excused/unexcused absences.

Establish and maintain effective working relationships.

### **Working Conditions:**

While performing the essential functions of this job the employee is regularly required to stand, sit, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch or crawl, speak and hear.

While performing the essential functions of this job the employee is required to lift and/or move up to 75 pounds; tolerate exposure to cold, heat, noise, outdoors, vibration, confining work space, diesel exhaust fumes; travel to different sites and locations; and report to work on time with a minimum of excused/unexcused absences.

While performing the essential functions of this job the employee is required to stay overnight at remote locations and work a fluctuating schedule on a regular basis.

file: bkmobdrv.8005

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.