

## Job Posting

### Bookmobile Library Assistant/Driver

The Monarch Library System is seeking a part-time (30 hrs/week) Bookmobile Library Assistant to assist in the operation of the bookmobile to rural residents of Sheboygan and Ozaukee counties. Under the direction of the Manager of Bookmobile Services, this position works closely with the bookmobile staff and requires a strong customer service mindset. Ideal candidates will have a personal interest in reading, familiarity with various genres and popular authors, an interest in working with bookmobile library patrons of all ages, a current CDL driver's license or the ability to get one within 3 months and a passion for helping others. The position is based in Sheboygan, WI.

#### Essential duties and responsibilities

1. Drive the bookmobile to specified locations on a predetermined schedule.
2. Circulate bookmobile materials using a computer and specialized library software.
3. Issue library cards and process patron holds and requests.
4. Assist bookmobile customers with questions and information requests.
5. Sort, shelve, and withdraw materials according to library procedure.
6. Assist with programming and other outreach efforts.
7. Create book lists, displays and other materials that encourage the use of bookmobile resources.
8. Work with Bookmobile staff to develop a positive, collaborative, and strong bookmobile services team.
9. Communicate with Bookmobile manager and make recommendations for improvements when necessary.
10. Maintain safe driving record.
11. Ensure safety of patrons approaching and boarding the bookmobile.
12. Follow library and bookmobile policies and procedures.
13. Handle difficult situations with tact and diplomacy; use good judgment to resolve issues effectively.
14. Manage Bookmobile social media accounts.
15. Write a monthly Bookmobile newsletter.

#### Necessary knowledge, skills, and abilities

1. Pleasant and courteous manner in dealing with staff and public.
2. Tactful, respect confidentiality and address situations with sensitivity and consideration of others.
3. Accurate, efficient, and detail-oriented.
4. A self-starter and self-motivated to work independently and in a team.
5. Dependable and punctual.
6. Professional and ability to demonstrate good judgement.
7. Ability to lift, move and rearrange items located in the bookmobile, as well as boxes or books weighing up to 40 lbs. and lift volumes up to 15 lbs. each.

#### Required qualifications:

- High school diploma or equivalent
- Previous customer service experience
- Knowledge and experience with basic computer applications
- Commercial Driver's License or willingness to apply for one within first 3 months
- Must have a valid Wisconsin driver's license and excellent driving record

Salary and Benefits: Starting pay \$15.50 per hour. Excellent benefits include pro-rated vacation & sick time, 14 pro-rated paid holidays, Wisconsin retirement, life insurance, flexible spending account, and income continuation.

#### To apply:

Submit a resume and cover letter attn: Lisa Haartman, Monarch Library System, 4632 South Taylor Drive, Sheboygan, WI 53081 or email [lhaartman@monarchlibraries.org](mailto:lhaartman@monarchlibraries.org). Applications will be accepted and reviewed until the position is filled