

BOOKMOBILE CLERK/DRIVER
(Greenburgh Public Library)

GENERAL STATEMENT OF DUTIES: Transports the Greenburgh Public Library's Bookmobile to multiple sites within the municipality; Helps on-site resource personnel with clerical functions as needed; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Librarian, an incumbent of this class drives the Bookmobile to designated sites within the municipality and has the primary responsibility of maintaining the vehicle to insure that it is in good working order. The incumbent performs routine clerical duties necessary for the organization and distribution of library materials and assists the patrons and staff as needed. Due to the Bookmobile's operating schedule, incumbents of this class must be willing to work a flexible schedule including evenings and weekends.

EXAMPLES OF WORK: (Illustrative Only)

Drives the Bookmobile to designated sites in accordance with the assigned schedule providing patrons with a Bookmobile Library;

Maintains bookmobile by daily inspection to ensure the vehicle is in good working order; checks tires, fuel, oil, camera operation, generator, etc. and reports any problems to supervisor; keeps inside of vehicle clean and tidy;

Keeps organized records of bookmobile maintenance and inspections by working with the staff of the Department of Public Works garage;

Maneuvers vehicle into exact location at stops to receive and transmit to satellite and allow for internet capability;

Assists in the setting up of materials at the stops by loading and unloading carts of books, DVD(s) and boxes and placing them on shelves;

Assists librarian checking out books, registering patrons, placing returns on shelves, completing shelf checks, and assisting patrons in locating books and materials;

Performs similar clerical duties in the library when not assigned to the bookmobile;

Operates wheelchair lift at site as needed;

Picks up library materials from book drops prior returning to library;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Basic knowledge of office terminology, procedures and equipment as applied to library clerical work; ability to drive a bookmobile safely; ability to perform routine maintenance of the vehicle; ability to work in a confined area with fluctuating temperatures; ability to carry out oral and written instructions; ability to express oneself effectively orally and in writing; ability to operate an alphanumeric keyboard such as typewriter, terminal, or personal computer accurately; tact and courtesy in dealing with staff and public; reliability; trustworthiness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six (6) months recent experience operating commercial vehicle i.e. bus, van, limousine, etc.

NOTE: Recent experience is defined as experience gained within the last five (5) years.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of a valid New York State Commercial Driver's License, Class B (CDLB) or Class A (CDLA).