



## Employment Opportunity

### Library Associate II (Bookmobile)

#### 24 hours per week

The St. Charles City-County Library is looking for a part-time Library Associate II position to work on our Bookmobile. As a Bookmobile Library Associate II, you will be responsible for driving the 32' Bookmobile to locations throughout St. Charles County and maintaining a safe environment for customers and staff. You will work directly with customers helping to check out and place items on hold, help with technology, and provide classes and events. The Library Associate II also helps maintain the collection, perform light housekeeping and maintain maintenance records of the Bookmobile. If you enjoy working with a diverse customer base and providing amazing customer experiences is your passion, this is an opportunity for you!

#### **Requirements:**

- Knowledge of a public library's function and purpose required
- Public service experience preferred
- General computer and technology skills, including Library Software, Google Workspace, Microsoft Office, iOS, Android and other devices
- Willingness to drive and work in Library vehicles, including the Bookmobile in all types of weather
- Basic knowledge of routine and preventative vehicle maintenance
- Must be 18 years or older and have a current valid Missouri Driver license with an excellent driving record
- Must be willing and able to obtain a Class E driver's license
- Must be willing and able to obtain a notary commission

**Schedule:** Tuesday 10:30am-7:00pm, Wednesday 9:00am-5:30pm and Thursday 10:30am-7:00pm.  
Saturday shift on a rotation.

Applicants should have flexibility to meet the scheduling needs of the Bookmobile.

Part time employees enjoy a partial benefit package that includes paid time off and a deferred compensation plan with employer match. Starting rate is \$17.01.

The St. Charles City-County Library is a Kaleidoscope of Discovery! Our branches are located in some of the fastest growing communities in Missouri, and poised to grow right along with them. The future looks bright. Join us!

For priority consideration, submit a [SCCCL Application](#), cover letter and resume to any branch, or email application materials to [jobs@stchlibrary.org](mailto:jobs@stchlibrary.org), by **Tuesday, May 30, 2023**. Application materials will be accepted until the position is filled or an acceptable number of qualified candidates have been received.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

5/19/23- 5/30/23

Description Number: 32.139  
Position Title: Library Associate II (Bookmobile)  
Salary Grade: 13  
FLSA Classification: Nonexempt  
Reports To: Bookmobile Manager

### **Position Summary**

The Library Associate II (Bookmobile) position works directly with customers via service on the Bookmobile at locations outside the Library's branches. It includes, but is not limited to, checking items out, putting items on hold, helping with technology or providing classes and events. This position helps to maintain the Bookmobile collection, performs light housekeeping duties on the bookmobile and maintains maintenance records. The Library Associate II (Bookmobile) is responsible for driving the bookmobile to designated locations and maintains a safe and orderly environment for customers and staff. The Library Associate II will understand they will work within a team environment with colleagues and other branches within the Library. They will understand that to a library user, they are the Library and will maintain enthusiasm, respect, and foster positive interactions. The Library Associate II will demonstrate a desire to learn and a willingness to develop new skills. This person will communicate clearly and effectively and display initiative to create an excellent customer experience.

### **Essential Expectations**

1. Performs processes and duties to maximize Bookmobile usage.
2. Illustrates flexibility and adaptability.
3. Exhibits high expectations of self and others.
4. Demonstrate clear communication and active listening.
5. Comfortable providing service to diverse communities in a variety of settings.
6. Willingness to work in all types of weather conditions.
7. Promotion of the library and all of its events and programs.
8. Planning and execution of age appropriate activities with enthusiasm.
9. Participate on library committees as needed.
10. Skilled in technology including but not limited to Library Software, Google Workspace, Microsoft Office, iOS, Android and other devices.
11. Basic knowledge of routine and preventative vehicle maintenance.
12. Ability to serve as lead library staff person when out on mobile visits.
13. Provide circulation, reference, readers' advisory, and programming services to customers.

### **Skills**

1. Excellent verbal and written communication skills as well as strong reading skills.
2. Ability to file alphabetically and numerically using the Dewey Decimal System.
3. Office skills including computer usage, fax, scan, copiers, phones, etc.
4. Flexibility to adapt to changing and unexpected situations.
5. Ability to exercise initiative to achieve established goals and directives.
6. Ability to effectively multi-task and work well under pressure.
7. Tactfully handle concerns and disruptive behavior.
8. Observe legal and defensive driving practices. Must be able to drive Library Bookmobile.

### **Physical Abilities**

1. Must be able to drive Library vehicles, including but not limited to the Library Bookmobile in all types of weather.
2. Must be able to travel as a passenger in Library vehicles, including but not limited to the Library Bookmobile in all types of weather.
3. Ability to work in a variety of different environments and weather conditions.
4. Ability to stand for up to 8 hours a shift.

5. Ability to lift materials or push carts weighing up to 30 lbs.
6. Ability to reach high or low to access or return materials to shelves and move through aisles.
7. Ability to perform repetitive bending and stretching to load and unload materials from Library vehicles.
8. Sufficient clarity of speech and hearing to communicate well with staff and customers.
9. Sufficient vision to produce and review a wide variety of library materials, reports and other materials both electronic and hard copy.

**Education and Experience**

1. Must be 18 years or older
2. High school diploma or GED preferred as well as some college
3. Knowledge of a public library's function and purpose required
4. Public service experience preferred
5. Current valid Missouri driver's license with an excellent driving record

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.