

Title: Outreach Coordinator (Bookmobile)

Date revised: 10/07/2020

Location: Washington County Public Library

Job Summary

Part-time, non-exempt position. Responsible for the operation and maintenance, selection of materials, and scheduling of the bookmobile, consistent with the policies of the library. Rate of pay is \$9.00 per hour.

Requirements

High school diploma or equivalent. Must be 21 years old or over and have a current, Kentucky driver's license in good standing. Background check is required. This position also requires the attainment of a Paraprofessional Certificate from the Kentucky Department of Libraries and Archives within the first five years of employment, and the ability to maintain certification during the duration of employment with the Library. KDLA provides four routes to take to fulfill requirements for initial certification. See the 2017 Certification Manual on KDLA's Website at: <https://kdla.ky.gov>

Specific Duties

- Provides library services from mobile library within given geographical area; surveys needs and helps to select books and materials for library
- Stocks shelves with appropriate books and materials consistent with seasonal schedules and routes; selects items from library collection to take on the bookmobile; returns items to library as needed; maintains balanced collection for patrons' needs and wants.
- Publicizes visits to area to stimulate reading interest
- Prepares special collections for schools and other groups; selects books and materials for homebound patrons and delivers to their door.
- Arranges bookmobile schedule and provides to the Director at least two weeks prior to the beginning of the month
- Keeps bookmobile in good working condition; schedules regular quarterly maintenance; schedules repairs and maintains all records
- Maintains circulation records for bookmobile; provides reports to board and KDLA
- Decorates bookmobile for special events and holidays
- Maintains patron files in the computer
- Plans and conducts special programs (story hour, Summer Reading, older adults, etc.) as needed
- Provides Story Time on the bookmobile for daycare patrons.
- Attends special functions at local schools (literacy nights, Jumpstart, Kindergarten Camp) providing story times and/or signing up patrons for library cards

General Duties

- Checks in returned books and materials.
- Sorts, alphabetizes, shelves, files and retrieves library materials.
- Registers new users through computer system; issues and renews cards
- Updates patron records regarding Internet, expiration dates, fines, etc.
- Calls patrons regarding requested material.
- Checks out, discharges, and renews in person and over the telephone all library materials.

- Maintains order and neatness in the collection.
- Answers directional and basic reference questions.
- Assists patrons in locating materials, accompanying them to the stacks when possible or appropriate.
- Answers incoming calls, handles patron requests or problems and/or directs calls to correct extension.
- Operates office and automated equipment.
- Assists with opening and closing procedures of the library.
- Explains interlibrary loan and takes requests.
- Provides reader's advisory service and assists users with catalog.
- Explains library's circulation policies.
- Maintains good relations with public and staff.
- Works scheduled shift at the circulation desk.
- Participates in meetings as required.
- Attends in-service workshops, meetings and conferences as appropriate.
- Consistently presents Washington County Public Library and its services in a positive manner.
- Performs other duties as assigned.

This job description does not necessarily reflect all aspects of the job function.

To be considered for this position, please fill out the attached application and submit, along with a current résumé, to Shaun Whiteaker at:

Washington County Public Library
333 West Main Street
Springfield, KY 40069

Or send via e-mail to:

director@wcplky.org

Washington County Public Library
333 West Main Street • Springfield, KY 40069 • (859) 336-7655
<https://wcplky.org>

Application for Employment

Please type or print.

Identification

Last Name	First Name	Middle Name	
Street Address	City	State	Zip
Daytime Telephone	Cell Phone Number	Email Address	

Have you ever been known by any other name(s) that WCPL should know to verify information in this application? If yes, please list name(s) below.

General Information

	Yes	No
Are you under the age of 18?		
Are you legally eligible for employment in the U.S.?		
Are you interested in full-time work?		
Part-time work?		
Can you work evenings and weekends?		
Do you hold a valid Kentucky driver's license?		
Have you ever been convicted of a felony or misdemeanor (other than speeding)?		
If yes, give date and location of conviction and describe the nature of the offense.		

Have you ever lived outside of Kentucky?		
If yes, list states and dates.		
What is the position in which you are applying?		

Education

Training	Number of Years	Name and City	Did you Graduate? (Yes/No)	Major Course of Study
High School				
Business, Correspondence, or Vocational School				
College or University				
Graduate School				
Other Courses or Special Training				
Are you currently enrolled in school? Yes No Where?				
Special Skills, Talents and Interests: (Computers, musical instruments, design, gardening, etc.)				
Other information relevant to the position you would like WCPL to know:				
Do you currently hold Kentucky State Certification of Public Librarians? Yes _____ No _____ If yes, what type of certification?				
Expiration date:				

Employment History
(List most recent job first)

Place of Employment:	Supervisor's Name:
Address:	Dates of Employment: From: To:
Position/Duties:	Reason for Leaving:
May we contact this employer? (Yes/No)	Rate of Pay:
Place of Employment:	Supervisor's Name:
Address:	Dates of Employment: From: To:
Position/Duties:	Reason for Leaving:
May we contact this employer? (Yes/No)	Rate of Pay:
Place of Employment:	Supervisor's Name:
Address:	Dates of Employment: From: To:
Position/Duties:	Reason for Leaving:
May we contact this employer? (Yes/No)	Rate of Pay:

References

(Other than Employers and Relatives)

Name:	Occupation:	Work Phone: Home Phone:
Street Address:	City, State, Zip	
Name:	Occupation:	Work Phone: Home Phone:
Street Address:	City, State, Zip	
Name:	Occupation:	Work Phone: Home Phone:
Street Address:	City, State, Zip	

Personal Response

What do you see as the role of the public library in a small community such as Washington County?
Washington County Public Library works to maintain a friendly, helpful experience, where anyone feels comfortable asking for assistance. How do you think you will fit into this environment?

I certify that the statements made by me on this application are true, complete, and correct to the best of my knowledge and are made in good faith. I authorize you to make such investigations and inquiries of my personal and/or employment history as may be necessary in arriving at an employment decision. I hereby release employers, schools, or person from liability in responding to inquiries in connection with my application. In the event of employment, I understand that false or misleading information given on the application or in the interview(s) may result in my discharge. I understand, also, that I am required to abide by all rules and regulations to abide by all rules and regulations of the Washington County Public Library.

Signed: _____

Date: _____

The Washington County Public Library does not discriminate on the basis of race, religion, sex, national origin, age, sexual orientation or disability in employment or the provision of services.