



JOB TITLE		DEPARTMENT	JOB LEVEL
Book Bike Summer Assistant		Mobile Library Services	4
CLASSIFICATION	REPORTS TO	SUPERVISES	
Temporary, Part-Time Non-Exempt	Manager of Mobile Library Services	n/a	

POSITION SUMMARY

Under general direction of the Manager of Mobile Library Services, rides the Book Bike, assists customers, and performs tasks related to organizing materials for the Book Bike. Works closely with Mobile Library Services and Branch Services staff.

ESSENTIAL RESPONSIBILITIES

- Rides the Book Bike to various neighborhood locations, including community parks and farmer’s markets.
- Circulates library materials and creates new library card accounts using a mobile checkout system.
- Stocks and unloads library materials on/off the Book Bike.
- Engages with community members to promote library related events, services, and programs.
- Assists on the Bookmobile, Sprinter vehicle, and Branch libraries, as needed.
- Other library related duties as assigned.

KNOWLEDGE / SKILLS / ABILITIES

- Excellent verbal and written communication skills.
- Ability to take direction from and work with various levels of staff.
- Must have strong public service focus.
- Must be tactful, respect confidentiality and address situations with sensitivity and consideration of others.
- Must value diversity, appreciating and leveraging the capabilities, insights, and ideas of all individuals.
- Ability to perform basic computer functions.
- Ability to sort material in alphabetic and numeric order.
- Ability to prioritize, multi-task and manage time efficiently and effectively in a fast-paced environment.
- Must be dependable and punctual.

EDUCATION/EXPERIENCE QUALIFICATIONS

- High school diploma or equivalent.
- Experience riding a bicycle.
- Previous customer service experience preferred.
- Experience working with children a plus.

- Bilingual Spanish/English language skills a plus.
- Completion of Bicycle Safety Training will be required.

TOOLS/EQUIPMENT

Use of the following equipment: bicycle, book cart, calculator, computer and laptop with mouse, iPad, photocopiers, printer, public access catalog terminal, telephone, mobile phone, radio, and Integrated Library System.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Ability to safely ride the Book Bike a minimum of 10 miles.
- Ability to comfortably work outdoors for several hours at a time.
- Must be able to communicate, comprehend, and respond to others, both in person and in telephone conversations.
- Must have the ability to read computer screens, computer keyboards, and labels.
- Must be able to operate computer and keyboard, laptop, and associated equipment.
- Must be able to lift and carry bags or boxes of books weighing up to 40 pounds.
- Must be able to push a cart of books weighing greater than 100 pounds.
- Must be able to position oneself to reach lower shelves near the ground and shelves as high as 60 inches.
- Must be able to speak distinctly to large groups of people.
- Must be able to move or carry chairs, tables, and other small pieces of furniture.
- Must be able to walk distances of more than 300 feet inside and outside the building.
- Must be able to remain in a stationary position for extended periods of time.
- Must be able to work evenings and weekends.

* The scope of the job may change as necessitated by the library's operational demands