



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DIVISION OF PERSONNEL

DONALD R. GREBIEN
MAYOR

DON ZIMMERMAN
DIRECTOR OF HUMAN RESOURCES

INTERNAL/EXTERNAL JOB POSTING

NOTICE

The City of Pawtucket is posting the following vacancy in Local 1012 AFSCME:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Library	Library	Library Bookmobile Operator & Clerk PT	A00 - \$362.14- \$386.27

Scheduled Hours:
Wednesday 9am- 1 pm
Thursday 1pm- 5 pm
Friday 9am- 1 pm
Saturday 9am- 5 pm

Minimum requirements upon application:

- High School Diploma or General Education Degree (GED).
- Must be able to type 35 wpm and be able to use equipment used in the field.
- Must have a valid driver's license.

See Job Description for further information.

Candidates must meet minimum qualifications as stated in job description

TO APPLY FOR THIS POSITION: PLEASE FORWARD A FULLY EXECUTED CITY OF PAWTUCKET EMPLOYMENT APPLICATION, WHICH CAN BE FOUND AT WWW.PAWTUCKETRI.COM UNDER EMPLOYMENT OPPORTUNITIES. A COPY OF YOUR HIGH SCHOOL DIPLOMA OR GED IS ALSO REQUIRED. PLEASE SUBMIT ENTIRE PACKAGE AS ONE ATTACHMENT TO AN EMAIL AND ADDRESS TO HR@PAWTUCKETRI.COM.

Internal Candidates- Application Period: February 16, 2018- February 27, 2018

External Candidate- Application Period: February 16, 2018- Until filled

The City of Pawtucket is an Equal Opportunity Employer and fully complies with the American with Disabilities Act.

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CITY OF PAWTUCKET

Job Description

Job Title: BOOKMOBILE OPERATOR/CLERK – PART-TIME
Department: LIBRARY
Reports To: IMMEDIATE SUPERVISOR
Pay Grade: Hourly Rate
Prepared By: SLR
Prepared Date: June 2008
Approved By:
Approved Date:

SUMMARY

Responsible for providing library service from the library's mobile book unit

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following and other duties that may be assigned.

- Driving bookmobile from garage to first bookmobile stop and from stop to stop in a safe manner
- Maintaining vehicle by performing daily walking around to check fluid levels, tire conditions and safety conditions of the vehicle.
- Keeping records of standard maintenance needs and making appointments with the truck service center as required
- Cleaning the inside and exterior of bookmobile and waxing the vehicle when needed.
- Performing circulation functions for Bookmobile, Home Service patrons and delivering materials to Home Service patrons.
- Assisting users with minor handicaps to access the vehicle
- Selecting and stocking the bookmobile with library materials and changing the status of material to show its location.
- Checking material in and out and collecting fines and fees.
- Shelving material in appropriate manner
- Providing readers' advisory services
- Providing information to patrons on how to use the bookmobile
- Decorating bulletin boards to make the vehicle more welcoming and making posters and flyers to advertise library policies, days off road, etc.

- Suggesting bookmobile schedule changes to maximize the number of users the bookmobile serves.
- Ordering supplies from Library Secretary, copying library card applications and bookmobile schedules to distribute to patrons.
- Cooperating with other departments to advance library goals
- Following library policies and procedures.
- Representing library by driving bookmobile to festivals, exhibits and etc. to educating people on it use and to promote use of bookmobile and library services.
- Maintaining work area in good order
- Suggesting materials for purchase
- When not in bookmobile, performing similar tasks within the library or tasks assigned to Library Assistants.
- Must type a minimum of 35 words per minute.

SUPERVISORY RESPONSIBILITIES

May supervise library assistants and pages.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to use a computer keyboard without looking at the keys.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree GED, preferably supplemented by courses in library science and knowledge of library circulation procedures or equivalent combination of education and experience. Must be able to use equipment used in field. Must be able to drive a medium-sized van.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively, tactfully and courteously with library customers and employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to function as a member of a team to achieve library goals and objectives.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to handle or feel, climb or balance, stoop, kneel or crouch, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required for this job include close vision, distance vision, depth perception and ability to adjust focus. Must be able to use a computer keyboard.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, numerous people talking at normal levels.