

LANCASTER COMMUNITY LIBRARY (LCL)

MOBILE LIBRARY MANAGER

Lancaster Community Library - Kilmarnock, VA

Starting Salary: \$34,000 a year

Schedule: 40 hours per week

Reports to: Library Director

Position Summary/Purpose:

The purpose of this position is to develop, manage, administer, supervise, and direct the programs and operations of the Mobile Library (Story Mobile/Van). Specifically, to offer a variety of programs that promote the interest in reading for the youth and their parents, seniors and those who cannot get to the Library. This position provides outreach to senior facilities, day care centers, schools, and community groups. It plans and oversees the Mobile Library Programs and supervises staff and volunteers with implementing the programs. The Mobile Library Manager is required to exercise considerable independent judgment in administering and managing the services under their direction and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Management/Supervision

- Plan, organize, develop, manage, administer, supervise, and direct the programs and operations of the Mobile Library (Story Mobile/Van). Develop schedule of visits to daycare centers, senior facilities, schools, and community groups.
- Prepare budget and monitor budget for the Mobile Library Division.
- Review and evaluate the effectiveness of the Mobile Library programs, policies, and procedures.
- Supervise staff and volunteers who work in the Mobile Library Division.
- Provide a clean, safe, warm, and welcoming environment for those visiting the Mobile Library Van.

Program Development

- Provide assistance to youth and parents, seniors and those who cannot get to the Library with Library Materials that are appropriate for different age groups. Promote reading and social interaction for youth, adults and seniors through programs and suggested reading lists.
- Assist with checking in and out materials at the Mobile Library.
- Learn what books or Library materials people want to read or see and stock the Mobile Library with appropriate materials for various groups.
- Offer guidance in locating and choosing reading materials and reference materials based on age and reading abilities. Also, assist with instructions on how to use the Library resources.
- Develop and implement a variety of programs to meet the community needs, such as: Showing streamed programs from the Library, distributing activity bags for youth that

- complement various programs, allowing for hands-on activities to supplement the programs.
- Create book lists and book displays that promote literacy, the weekly theme, and weekly programs.
 - Assist the patrons with access to resources, such as the State Library and internet search systems, electronic books through Hoopla and Libby, and the scheduling of study rooms. Assist patrons with using various computers, phones, software, and iPads.

Administrative & Technical Services

- Purchase books and supplies for the various programs
- Collect and report required statistics from the Mobile Library Division to prepare and complete the Bibliostat annual report to the Library of Virginia
- Keep abreast of technical systems and best practices for Mobile Library Division and other library services.
- Ensure that volunteers and staff within his/her scope of supervision perform their job functions in a safe and hazard-free environment. Report and investigate any accidents.
- Work with various staff such as the Technology Manager, Youth Services, the Teen/Reference Librarian, and the Public Relations Coordinator to schedule and publish various visits and invite staff to assist at various locations.

Communications & Community Relations

- Work with a wide variety of community groups, agencies, senior facilities, schools, and day care centers to promote the Mobile Library services in an effort to increase literacy.
- Attend community events with Mobile Library.
- Prepare flyers and other written communication for programs. Use Canva to develop documents. Send the materials to the Public Relations Coordinator to ensure they are advertised through the website and social media or distributed to various locations.
- Work with the Technology Manager to put streaming programs on the Mobile Library and for replay.
- Engage with patrons to assist with reference services, book selection, use of computers, copiers, printers, and other resources to promote Library services.
- Train staff and volunteers to promote excellent patron services.
- Provide excellent customer service by assisting patrons with inquiries, locating materials, and offering guidance on Library resources and services.
- Perform similar or related work as required, directed, or as the situation dictates.
- Continue training and professional development and keep current with trends.
- Assist all Library staff as needed to promote a team effort in serving the public

Minimum Required Qualifications:

Education, Training and Experience:

Qualifications required would generally be acquired with an Associate's in education or related field. Additionally, over 3 years of library experience or teaching or daycare/senior facility experience; or any equivalent combination of education, training, and work experience. A Master's degree in Library Science (MLS) may be substituted with 2 years of

experience.

Special Requirements: Valid Driver's License with a good driving record

Knowledge/Skills/Abilities

- Strong knowledge of the principles and practices of library services and children's youth and senior literature
- Strong knowledge of computers, printers, copiers, library computer resources and cataloguing online systems
- Strong knowledge of reference services, and youth/senior services to provide patrons with assistance
- Strong knowledge of all library operations
- Ability to research and analyze various resources to assist patrons with reference services, and youth, adult, and senior services
- Ability to deal effectively and maintain working and customer-oriented relationships with staff, volunteers, patrons, vendors, and community organizations
- Ability to develop the Mobile Library policies and procedures for the Division
- Ability to plan, develop and implement programs, ability to schedule visits
- Ability to assign, train, and supervise programs and staff and volunteers
- Ability to multitask and prioritize with attention to detail
- Ability to work independently and as part of a team
- Ability and knowledge of working with community groups and those with special needs
- Ability to maintain confidential records
- Excellent verbal and written communication skills
- Problem solving skills
- Strong organizational skills
- Skill in using standard office equipment and computer systems

Job Environment:

- Work is performed inside the Mobile Library and implementing programs at various community agencies. Work includes stocking library materials from the Library into the Mobile Library
- Operation of office equipment and Library computers and software for the Mobile Van
- Makes frequent contact with employees, staff, volunteers, vendors community groups, parents, children, adults, seniors, and patrons; consistently provides excellent customer service
- Errors in judgment or omissions could result in rework, delay in service, minor injury to self and others, and/or damage to equipment
- Access to confidential information, such as Library records

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions				X
Standing on Stools and Step ladders		X		
Work with toxic or caustic chemical	X			

Work with fumes or airborne particles	X			
Non weather related – extreme heat/cold	X			
Work near moving mechanical parts -vehicle		X		
Risk of slight electrical shock-copiers/computers		X		
Moving books or book carts			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking		X		
Sitting			X	
Talking and hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing – stairs up Van		X		
Stooping, kneeling, for low level shelves		X		
Reaching with hands and arms -books computers			X	
Bending, pulling, and/or pushing -book carts			X	
Other – Driving to outreach locations				X

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25-35 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (private office)	X			
Moderate noise (computer, library light traffic, patrons talking)			X	
Loud Noise large groups of Patrons		X		
Very Loud (jack hammer work)	X			

Vision Requirements:

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this position.)

Those under final consideration for appointment will be required to pass a drug test and to authorize the release of and successfully complete a criminal background check. To apply, send a cover letter, resume and 3 references by 4/15/2024 to

director@lancasterlibrary.org; or mail to Library Director, PO Box 850, Kilmarnock, VA 22482. EOE. More information may be found at www.lancasterlibrary.org.