

**TITLE: Mobile Services Assistant**

**Wicomico Public Library**

**Part-time 25 hours per week**

GRADE: 3

FLSA: Non-Exempt

Date: 10-18-2023

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**Job Summary:** Supports and participates in working on all Mobile Service Vehicles. Helps to maintain the collection of materials, assists with programming and community events as well as creating a welcoming environment to help customers with all Library questions and services.

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**Essential Functions:**

1. Performs circulation and public service tasks, including checking materials in and out, creating customer accounts, shelving materials, placing and filling customer holds, and explaining Library services and policies. Responsible for creating a positive experience for all visitors on the Mobile Service vehicles and at Outreach events.
2. Assists with normal maintenance of the Library Locker system, delivers holds and empties the return bin.
3. Delivers totes to childcare homes, centers or home deliveries. Helps to maintain the totes by cleaning the totes and material and informing a Supervisor if damaged material needs to be replaced.
4. Participate in program planning for the Mobile Services Branch as well as implementing programs for customers of all ages.
5. Keeps track of statistics as requested to report to the Supervisor.
6. Helps to maintain the online schedule, answer the phone and other clerical duties.
7. Can be assigned to other departments or Branches as needed.
8. Other duties as assigned

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**Required Knowledge, Skills, and Abilities:** Excellent customer service and communication skills, computer skills, ability to be flexible and adapt to changing schedules and work environments.

Required: Excellent driving record, Valid Maryland Driver's License, Class B CDL would be preferred, but not required at hiring. Reliable transportation

Must pass Criminal and Fingerprint background check

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**Education and Experience:** High School diploma or equivalency

Basic computer and smartphone skills required

Previous experience working with children and seniors is preferred

**Physical and Environmental Conditions:** Position is based on Reader Van and Mobile Service Vehicles as well as office work. The work involves risks and discomforts that require special safety precautions. Requires ability to shelve, reach, climb and bend to lift up to 30 lbs. Push loaded book trucks and carts and load books onto and off the vehicle. Also requires tolerance for noise, variable weather conditions and limited restroom facilities. Must be able to work in a fast paced environment

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Interested parties should attach a cover letter, a complete resume and at least three references in an email to [personnel@wicomico.org](mailto:personnel@wicomico.org). Application packets can be sent to Wicomico Public Libraries

Attention: Personnel

122 S. Division St. Salisbury, MD 21801

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.