



AMY Regional Library Bookmobile Position

Do you want to be the Avery-Mitchell-Yancey Bookmobile Librarian?

AMY Regional Library is hiring! This position is for a fulltime service-oriented professional working as the AMY Regional Bookmobile Librarian. An employee in this position performs circulation and reference work assisting library users in the use of the bookmobile library collection and other library resources. This work includes the operation of a large vehicle that carries a library collection to different sites and homes; it involves significant travel over specified routes. Day to day job responsibilities include:

- planning bookmobile schedules
- providing the public with advance notice of the Bookmobile schedule through flyers, brochures, posted notices, telephone calls and/or website/email updates
- providing reference assistance and recommendations at the bookmobile circulation desk
- shelving returned books
- performing collection development as well as shelf and file maintenance \
- developing a bookmobile collection which takes into account specific patron needs
- participating in community events (example: holiday parades, summer reading events, school events, etc.)
- creating programming which increases patron use
- maintaining accurate circulation statistics for the bookmobile using a laptop computer with proficiency in all circulation policies and procedures
- conducting regular inspection of the vehicle and schedules needed maintenance when applicable

This position requires a person who enjoys working with all ages of the public, treats patrons with respect and understanding, displays empathy and tolerance to diverse viewpoints, and welcomes opportunities to expand services and adjusts routes to better reach the public.

Education Requirements: High School Diploma required. A Bachelor's Degree from a college or university and/or relevant library experience preferred. Experience in driving large vehicles is desired but not required.

Submit (1) cover letter, (2) brief resume, (3) names of at least three references from either former employers, teachers, and/or organizations you have volunteered for. Incomplete applications will not be considered. Send application as an attachment to director@amyregionallibrary.org

Applications will be accepted until **Nov. 17, 2017**.