

RACINE PUBLIC LIBRARY

Librarian II: Bookmobile & Outreach Librarian

Full-time; 40 hours per week

Grade I

POSITION PURPOSE:

The Racine Public Library has been the community's educational and informational institution since 1897. All employees are expected and encouraged to create a positive and friendly environment for library users, the community, and co-workers. It is expected that all employees be flexible, responsive to change, and take a leadership role when necessary. Essential duties may change in response to evolving community needs.

The Racine Public Library seeks a reliable, motivated individual who is passionate about bringing the library to the community and adept at community engagement, program development, and guiding dynamic outreach initiatives.

The individual in this position, under the general supervision of the Head of Community Engagement, drives the Racine Public Library's Bookmobile, oversees daily bookmobile services and programs, and maintains the bookmobile's collection. Using professional knowledge and skills, they provide a safe and welcoming environment, diverse collections, quality programming, and excellent library service. This position is full-time, with the specific work schedule to be mutually agreed upon with the employee and supervisor; evenings and weekends are required.

ESSENTIAL DUTIES:

- Maintain knowledge of current techniques, trends and methods used in providing public library services via Bookmobile and other outreach methods
- Report use statistics and all statistics related to Bookmobile
- Research, propose, implement, and promote approved Bookmobile stops including special events
- Drive the Bookmobile to and from stops in various locations
- Drive to service locations when necessary
- Fuel as needed
- Provide reader's advisory services and read book reviews and other materials related to providing this service

- Perform regular collection maintenance, including regular weeding, ordering, evaluating, and rotating materials to meet a variety of community needs
- Shelf materials and maintain order of shelves
- Search for requested materials
- Handle routine housekeeping and maintenance duties needed to keep the Bookmobile clean and welcoming
- Handle patron problems to an appropriate resolution
- Offer assistance to patrons
- Enforce library behavior guidelines and policies
- Maintain a consistent and reliable attendance record

ASSOCIATED DUTIES:

- Performs other duties and work on special projects as assigned
- Attend Library trainings and continuing education opportunities to maintain knowledge base
- Assist in leading efforts from Library Administration towards various cultural transformation goals
- Ability to communicate effectively in a pleasant and professional manner
- Attend staff meetings and meetings of community organizations, as required

MINIMUM REQUIREMENTS:

- Bachelor's degree with 2 or more years of public library/customer service experience
- Master's Degree in Library and Information Science from an institution accredited by the American Library Association preferred
- Commercial Driver's License, with air brake certification
- Must have a valid Wisconsin Driver's License with a good driving record for the last year; proof of insurance required

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Excellent oral, written, interpersonal, and public relations skills.
- Ability to drive a bus or bookmobile using good judgment and safe driving skills
- Ability to work cooperatively with other library departments and community partners
- Ability to use personal judgment to effectively problem-solve.
- Ability to work with a diverse public politely and with respect.
- Ability to communicate effectively in Spanish, both orally and in writing, desirable.

PHYSICAL DEMANDS:

- Sitting, standing, walking, stooping, kneeling, crouching, climbing, balancing, bending, twisting, reaching, filing, talking, listening, concentrating, handling, grasping, writing, sorting.

ENVIRONMENTAL/WORKING CONDITIONS:

Usually works inside the Bookmobile, but outdoor work (such as shoveling snow) in inclement weather may be required

EQUIPMENT USED:

- Motor vehicle (Bookmobile)
- Radio, cell phone, hand truck, automated circulation system (computer, laptop, modem, etc.), shovel, various cleaning utensils