

Pope County Library System

Job Description

Department:	<i>Outreach Services</i>
Job Title:	<i>Bookmobile Programming Librarian</i>
Reports To:	<i>Outreach Services Department Head</i>

Job Purpose

The Bookmobile Programming Librarian represents the library in the community, facilitates the delivery of library materials to community members, school children, teachers, and homebound patrons, and provides offsite library programming to eldercare facilities, schools, daycares, and resource centers.

Duties and Responsibilities

I. Duties of the Bookmobile Programming Librarian:

- a. Works as support staff for Outreach, bringing programs and services to patrons throughout Pope County.
- b. Primary driver of the library Bookmobile and Durango used for Outreach.
- c. Drives safely and considerably obeying all traffic rules.
- d. Ensures that the Bookmobile is clean and ready for patron visits; conducts Bookmobile inspections and completes assigned checklists (daily, weekly, monthly, as needed).
- e. Supports library programming and services for all ages, both on the Bookmobile and at the branches, including but not limited to Bookmobile and in-library story times, children's programs, and programs at eldercare facilities.
- f. Represents the Library System at special events, festivals, school visits, and provides other Outreach Services as needed.
- g. Creates and implements advertising including social media posts and marketing materials.
- h. Provides users with general information on library services and programs.
- i. Uses library automated circulation system to circulate materials to library users, processes requests, and registers new patrons.
- j. Locates, retrieves, and shelves materials throughout the library and Bookmobile.
- k. Assists patrons in locating appropriate library materials.
- l. Maintains good relations with public and staff.
- m. Other duties as assigned.

Qualifications

High School Diploma or G.E.D. equivalency. Valid AR driver's license.

Working conditions

A busy, vibrant library whose patrons represent a socially, culturally, and economically diverse community. Duties are performed both indoors in an office environment and outside. Hazards are considered minor and controllable but may include exposure to human error. Must have a heart for serving the public. This position works up to 22.5 hours per week and qualifies for retirement benefits.

Physical requirements

Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling. Weights up to 50 pounds are encountered. Vision requirements include close vision and ability to adjust focus. Must be able to read and follow verbal instructions. The noise level is usually moderate.

Direct reports

Bookmobile Programming Clerk

Approved By:	<i>Pope County Library Board</i>
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Date approved:	10.15.2025
Reviewed &/or Revised:	10.15.2025