

JOB OPENING: PCLS Bookmobile Library Clerk (part time)

The Pope County Library System (PCLS) is accepting applications for a Bookmobile Library Clerk who is available to work part-time up to 19.5 hours per week (79 hours maximum per month). Bookmobile employees typically work Monday through Friday between the hours of 8:00 a.m. - 4:30 p.m.; however, this position will occasionally require additional daytime, evening and/or weekend work shifts. Bookmobile Library Clerk reports to the Outreach Services Librarian, who is also Manager of this mobile library branch.

The Bookmobile serves all ages, from pre-K to senior citizens.

Pay: \$11.00 per hour.

Special Conditions of Employment

Valid AR Driver's license and acceptable driving record based on standards established by the Pope County Library System Library Board. Must be able to drive the Bookmobile for extended periods of time and distance. Must be able to lift and carry up to 40 pounds. Background check and drug testing are required. This job is not eligible for telework or working from home.

Job Duties

- Works as support staff for Bookmobile and Outreach, bringing programs and services to patrons throughout Pope County.
- Drives Bookmobile safely and considerately.
- Assists with creative design and preparation of programs, activities, and crafts.
- Conducts bookmobile programming for all ages, including but not limited to performing story times, leading children's programs, leading programs at eldercare facilities, and representing the Library System at special events and festivals as needed.
- Provides users with general information on library services and programs.
- Uses library automated circulation system to circulate materials to library users, processes holds, and registers new patrons.
- Locates, retrieves, and shelves materials throughout the library and Bookmobile.
- Assists patrons in locating appropriate library materials.
- Maintains good relations with public and staff.
- Couriers books to the branches as needed.
- Other duties as assigned.

Preferred Qualifications

Previous experience working in libraries, education, or childcare. Ideal candidate will be outgoing, organized, and efficient and enjoy working with small children and the elderly.

To apply, visit <https://static.visionamp.co/rubix/20171103/pcls-application-66620.pdf> to download and complete an application. Email application (resume and cover letter are also encouraged but not required) to director@popelibrary.org, or mail to PCLS Director, Pope County Library System, 116 East 3rd Street, Russellville, AR 72801.