



GLOUCESTER COUNTY
invites applications for the position of:

Library Specialist – FT Bookmobile

SALARY: \$32,712+/- DOQ

OPENING DATE: 1/12/2022

CLOSING DATE: Open Until Filled

Description:

Under general supervision, performs para-professional library work in operating the bookmobile to deliver mobile library services at selected sites in the County. Work involves scheduling and driving the bookmobile on predetermined route, assisting library patrons, maintaining library materials and records, and assisting in special activities and programs presented by the library.

Required Knowledge, Skills, and Abilities:

Broad knowledge of the card catalog, the library's filing system and various types of informational materials in the main or branch library.

Broad knowledge of library routine and procedures and library bookmobile schedules and procedures.

Broad knowledge of the geography of the County.

Ability to use standard library methods and principles in bibliography, cataloging, classification, circulation and reference services.

Ability to prepare reports, forms, schedules, statistical lists, receipts, etc., using prescribed formats.

Qualifications

Possession of a high school diploma/GED supplemented by secondary coursework in child development, children/adult literature.

Associate's Degree preferred with two (2) years of experience in public library work.

Any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Special Requirements

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards. Operation of the Bookmobile does not require a Commercial Driver's License (CDL).

Completion of Commonwealth of Virginia Department of Social Services Child Protection Services Background Check.

Must pass a post-offer, pre-employment Hearing Screening examination.

To be considered for this position, your online application must include your cover letter, resume, and three (3) professional references.

For a complete job description and to apply online, visit our website at: www.gloucesterva.info.

Gloucester County is an Equal Opportunity Employer & Drug Free Workplace