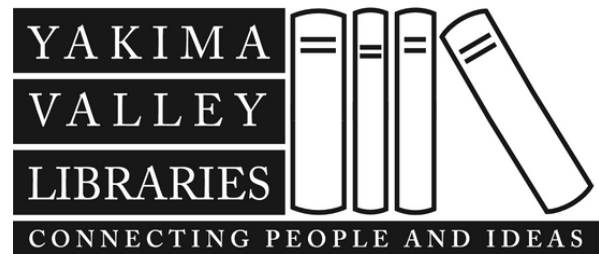


## JOB OPENING

# Library Supervisor III Bookmobile



POSTING DATE: September 20, 2024

CLOSING DATE: OPEN UNTIL FILLED

Does a job traveling around Yakima Valley and providing library services to the community sound interesting to you? Do you have experience as a supervisor and driving a commercial vehicle? Yakima Valley Libraries (YVL) is hiring a Community Library Supervisor for our Bookmobile -- a service that launched in 2023. If workdays comprising management of our Bookmobile schedule, driving library services across Yakima Valley, quality customer service, and community engagement sound like a good fit, then you should apply today!

*Yakima Valley Libraries: Together we empower, inspire, and connect.*

## JOB DESCRIPTION

- Drives and operates a large vehicle (Bookmobile) to deliver library services and materials to designated locations on a predetermined schedule as needed.
- Oversee management of Bookmobile library staff, including quality of staff selection, orientation, scheduling, work assignments, professional development and performance.
- Ensure that facilities are safe, clean, welcoming, and healthy for staff and patrons.
- In collaboration with Collection Development & Circulation Manager, oversee the maintenance of the collection of library materials to meet objectives of the strategic plan.
- Provide direct assistance to patrons with basic information regarding use of library materials, equipment, and services.
- Maintains a schedule for the Bookmobile including logistical aspects of vehicle visits.
- Performs other duties as assigned.

## QUALIFICATIONS

- Bachelor's Degree - *preferred*
- One (1) year of supervisory experience
- In lieu One (1) year of supervisory - equivalent technical training, education and/or Library experience may be substituted
- 1 to 2 years' experience operating a commercial vehicle
- Bilingual (English/Spanish) - *required*
- A valid Washington state driver's license with clean driving record

## SALARY, HOURS & BENEFITS

**FLSA:** Non-Exempt

**WAGE:** \$21.49 - \$30.63 per hour

*Yakima Valley Libraries typically start at Step 1, 2, or 3 of the pay ranges, depending on qualifications.*

**LOCATION:** Service Center - 102 N 3rd St, Yakima, WA 98901

**HOURS:** 40 hours/week (Work hours will be scheduled according to the needs of the library, and may include variable days, evenings, and weekends.)

**BENEFITS:** Medical, Dental, & Vision coverage; Public Employees' Retirement; Vacation, Sick Leave, 2 Floater Days, and 10 Paid Holidays (Click [here](#) for more information.)

## APPLY

For a full job description, please scroll to the following pages. To apply for the Library Supervisor III position, see the link or QR code below.

<https://www.yvl.org/about-us/employment-opportunities/current-positions/>



## **Yakima Valley Libraries**

### **Community Library Supervisor III - Bookmobile**

#### **FLSA: Non-Exempt**

---

#### **Job Purpose and Summary**

The Community Library Supervisor III (Bookmobile) is responsible for planning, managing, and evaluating public service delivery as part of our Mobile Services Department, ensuring optimal library operations and services that are responsive to community needs. Develops adept, collaborative, and resilient team; actively manages individual and team performance. Builds and maintains strong and collaborative relationships with colleagues across YVL, serving as the primary liaison between library management team and library staff and demonstrates good stewardship of library resources. Contributes to the development of the Library's strategic direction; develops and executes library plans, which advance YVL's strategic goals. Cultivates a strategic, anticipatory mindset in responding to complex issues in a changing environment.

#### **Supervision Received and Exercised**

Receives general supervision from Assigned Management. Exercises direct supervision over the day-to-day staffing for the Bookmobile and logistics of department services and vehicle.

#### **Essential Duties and Responsibilities**

*Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.*

- Drives and operates a large vehicle (Bookmobile) to deliver library services and materials to designated locations on a predetermined schedule as needed
- Re-fuel Bookmobile as needed to ensure uninterrupted and on-time library service to scheduled stops
- Manage and improve library operations, programs, services, and facilities of the Bookmobile
- Oversee management of Bookmobile library staff, including quality of staff selection, orientation, scheduling, work assignments, professional development and performance
- Participate in the creation and communication of the vision and strategic priorities of the library
- Collaborate with YVL colleagues and Assigned Manager to launch new initiatives, resolve staff and operational issues, and develop locational service plans that align with strategic priorities
- In collaboration with Assigned Manager and Community Engagement and Impact Manager, build and maintain strong relationships with organizations served by the

### Bookmobile

- In collaboration with Public Services Manager, ensure training and development of staff to optimize service delivery
- Monitor assigned budgets
- Ensure that facilities are safe, clean, welcoming, and healthy for staff and patrons
- Assists in the direction of and provides reference and readers' advisory services
- In collaboration with Collection Development & Circulation Manager, oversee the maintenance of the collection of library materials to meet objectives of the strategic plan
- Along with Assigned Manager and Library Management Team, develops location objectives, monitors progress, and adjusts work plans as appropriate
- In collaboration with Assigned Manager & Community Engagement and Impact Manager oversees overall programming efforts within assigned location and ensures they align with YVL's strategic plan
- Works with Bookmobile employee/s and others within library system to develop, conduct, and support programming
- In cooperation with Assigned Management, evaluates operations and activities of the location; recommends improvements and modifications; prepares various reports on operations and activities
- Coordinates and plans with Assigned Management on any technology and facility changes that pertain to the Bookmobile
- Assists in ensuring compliance with all applicable Federal, State, and Local laws, regulations, and ordinances as well as all Library System policies and procedures
- Provide direct assistance to patrons with basic information regarding use of library materials, equipment, and services
- Maintains the integrity of confidential information
- Identifies and builds relationships with organizations, businesses and other entities to establish and maintain Bookmobile stops
- Maintains a schedule for the Bookmobile including logistical aspects of vehicle visits
- May provide updates to customers and/or facilities regarding Bookmobile service status
- Assists the Assigned Manager in developing and implementing objectives, monitors progress, and adjusts work plans as appropriate
- Responds to customer inquiries regarding library services and operation; resolves routine complaints; refers inquiries or issues to other departments or staff as appropriate
- May perform Storytime and host library programs, as needed
- Other duties as assigned

## **Qualifications**

- High School Degree or Bachelor's Degree - preferred
- One (1) year of supervisory experience
- In lieu One (1) year of supervisory - equivalent technical training, education and/or Library experience may be substituted
- 1 to 2 years' experience operating a commercial vehicle
- Experience coordinating department level functions such as vehicle scheduling, staffing coverage, routine maintenance, communication with outside parties
- Bilingual (English/Spanish – read, write, and speak) required
- A valid Washington driver's license and clean driving record

## **Knowledge of:**

- Knowledge and support of the principles of intellectual freedom
- Current public library policies, procedures, and systems
- Principles and practices of supervision
- Library computer systems and applications including circulation software, the Internet, on-line databases, and email
- Budget fundamentals
- Effective programming for all ages
- Principles and practices of goal setting and project management
- Current office methods, equipment, practices and procedures including PC usage and familiarity with word processing, spreadsheet, other office productivity software, and other personal computer applications, emailing systems, and web based searching
- Customer services standards and protocols
- Both English and Spanish language usage, spelling, grammar, and punctuation

## **Skill in:**

- Using excellent interpersonal skills in a variety of situations and with a diverse library customer and staff population.
- Provide Library reference services as needed
- Analyzing problems, resolving problems and dealing with unique situations
- Using independent judgment and discretion in a wide variety of situations
- Effective written and verbal communications, including public speaking
- Keyboarding, word processing or entering data at a speed and accuracy level necessary for successful job performance
- Facilitating the delivery of high quality, customer-focused library services to customers
- Working effectively, with a teamwork orientation, in daily activities as well as addressing problems and unique situations

**Ability to:**

- Gain thorough knowledge of Yakima Valley Libraries' policies, procedures and programs
- Represent Yakima Valley Libraries' in a positive, responsive manner to the public, other organizations and agencies, volunteers, and supporters
- Clearly, succinctly, and effectively communicate ideas and thoughts, both verbally and in writing, with a diverse population
- Manage all aspects of service with the Bookmobile
- Supervise employees
- Analyze complex problems, evaluate alternatives, and implement changes
- Establish priorities and organize workload; manage time effectively and remain on task despite interruptions
- Plan, organize, and direct the work of self and others
- Exercise initiative and independent judgment in a wide variety of situations
- Interpret community interests and needs, and plan appropriate library services
- Keep all relevant parties informed of all major issues and to recommend changes as appropriate
- Work and communicate effectively with diverse staff in order to accomplish library goals and objectives
- Learn and master the integrated library system procedures related to circulating materials, handling patron's accounts, and other relevant procedures
- Maintain and organize a schedule of Bookmobile visits and staff
- Drive and operate large vehicles
- Maintain confidentiality of customer information
- Establish and maintain effective working relationships in a team environment
- Use initiative, problem-solving skills, and sound judgment
- Work quickly and accurately; follow directions; meet deadlines
- Attend work on a regular and dependable basis

**Work Environment and Physical Demands**

- Work is performed primarily in a mobile library environment, which does not include running water or other personal use facilities. This includes driving large vehicles year-round
- May be required to work both indoors and outdoors in a variety of weather conditions
- May be required to stand, walk, stoop, kneel, reach, bend, and/or crouch; lift, carry and/or grasp up to 45 lbs. and/or push and/or pull objects weighing up to 120 lbs. with mechanical assistance, such as a cart or dolly.
- May at times have unsupervised access to children under the age of 18 or a vulnerable adult or person
- Works a varied work schedule that includes evenings, weekends, and other hours as determined by the needs of the location