

GEAUGA COUNTY PUBLIC  
LIBRARY  
Position Description

Position Title:	Manager of Mobile Services
Classification:	Manager
Hours /FLSA status:	40—Exempt Full-time. Includes full days with at least one evening per week and weekend rotation.
Location:	Mobile Services Branch, based out of the Middlefield Library
Reports to:	Assistant Director
Staff Supervised:	Mobile Services Supervisor (1FT)

**Position Summary:** Creates, implements, and oversees the Outreach Plan of Service for GCPL. Collaborates and builds relationships with relevant community partners. Oversees the delivery and circulation of library materials to the public via Bookmobiles, Amish Book Collection, Homebound Services, and public outreach events, including supervision, scheduling, and training of staff and volunteers. Drives bookmobiles regularly and provides direct public service to patrons. Recruits and works with outreach volunteers.

**Essential Job Functions:** *This list is illustrative, but not exhaustive for this position.*

- Coordinates Outreach and Bookmobile Services for GCPL.
- Plans, proposes, and implements new and/or enhanced services.
- Sets annual departmental goals in consultation with the Assistant Director.
- Interviews, selects, and supervises Mobile Services staff and volunteers.
- Works with the Mobile Services Supervisor to train, schedule, and evaluate Mobile Services staff.
- Coordinates Mobile Services schedules of stops.
- Performs direct service to the public by driving the Mobile Services vehicles, checking materials in/out, and offering reader's advisory and reference assistance-
- Provides reader's advisory services to patrons, including homebound individuals and book clubs.
- In conjunction with the Facilities Department, ensures vehicle maintenance and repair.
- Coordinates Homebound Service and ABC Delivery to Amish Schools.
- Recruits, trains, and manages the volunteers for ABC Delivery to Amish Schools.
- Attends Managers and Board meetings and updates staff as appropriate.
- Collaborates with Middlefield Library colleagues on materials collection responsibilities and weeding.
- Submits monthly and annual reports to the Assistant Director. Tracks branch statistics accurately.
- Serves on GCPL committees as needed.
- Continues professional development through in-service training, conferences, and workshops as appropriate.
- Encourages staff development by promoting meetings, workshops and conferences for Mobile Services staff.
- Other duties as assigned.

**Minimum Knowledge, Skills, Abilities and Other Characteristics:**

- Strong public service skills with an interest in outreach librarianship.

- Ability to work with people of all ages, including staff, volunteers, and the public.
- Ability to supervise, schedule, and evaluate staff.
- Possesses excellent time management skills.
- Working knowledge of computers, technology, and software.
- Ability to communicate with the public and staff in person, over the phone, and online.
- Willingness and adaptability to work in a changing work environment.

**Minimum Education, Experience, and Licensing Requirements:**

- ALA accredited MLS or MLIS degree.
- Three years of management experience, preferably in public services.
- Experience in outreach and/or bookmobile services preferred.
- Possesses and maintains an Ohio driver's license and proof of insurance.
- Clean driving record and no moving violations in the last 5 years.

**Physical Requirements:**

- Ability to drive and operate controls on the Mobile Services vehicles, and ability to maneuver oneself while in the confines of the bus.
- Ability to use hands and fingers, grasp handles, feel or operate objects, tools, or controls – including computers, phones, office equipment, and vehicles.
- Ability to lift up to 40 lbs. occasionally and 20 lbs. regularly and stand up to 50% of working time.
- Ability to read computer screens and print material.

**Please apply at [www.geaugalibrary.net/about/careers/](http://www.geaugalibrary.net/about/careers/)**