

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
BOOKMOBILE DRIVER - 1268

DEFINITION:

Under general supervision, to drive a bookmobile and to perform routine clerical library work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Drives a bookmobile to scheduled stops; checks books in and out;
- Collects fines, fees, and payments for overdue, damaged, or lost library materials;
- Registers borrowers; types library cards and other forms;
- Files applications and fine slips; records and cash balances all monies received;
- Periodically checks shelves to ensure that books are in proper order;
- Turns in damaged books for mending or repair; loads and unloads books;
- Obtains bookmobile supplies;
- Reports lost or stolen books and cards;
- Keeps records of the number of books circulated;
- Prepares simple monthly reports;
- Keeps the bookmobile clean and orderly;
- Performs maintenance and servicing checks;
- Has necessary maintenance work done on the bookmobile;
- As assigned, works on the circulation desk and performs clerical library work in the main library or in a branch.

EMPLOYMENT STANDARDS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical or public contact experience. Ability to type at a rate of 30 net words per minute. Possession of a valid California Class C Driver's License is required.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**