

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

BOOKMOBILE DRIVER

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 Announcement for updated minimum qualifications.

One year of 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.

- * **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.