



Northeast Georgia Regional Library System (NEGRLS) is seeking an experienced individual to serve as the Bookmobile and Outreach Services Manager.

Bookmobile and Outreach Services' goal is to foster community awareness of library resources in Northeast Georgia by bringing the library to under-served patrons through regular Bookmobile visits, and active participation in community events.

Job Description:

The person holding this position will be responsible for establishing a regular Bookmobile route through Habersham, Rabun, Stephens and White Counties, to include day cares and schools, senior centers, rehabilitation centers, medical facilities, and neighborhoods. In addition to the regular route, the Bookmobile and Outreach Services Manager will actively seek opportunities to open the Bookmobile at community events, and will work with NEGRLS library managers to schedule visits by the Bookmobile for off-campus summer reading programs, or other library events.

The position reports to the Director and works from the System Services Offices in Clarkesville, Georgia, and will manage all aspects of scheduling, collection development, and operation of the Bookmobile serving Habersham, Rabun, Stephens and White Counties.

Specific duties will include, but are not limited to, the following:

- Acts as head of NEGRLS's Bookmobile and Outreach Department; serving as a member of the regional library system's management team;
- Responsible for the circulation of materials, patron library card registration, and shelving and maintenance of the Bookmobile's circulating collection;
- Handle patron PINES accounts with care and confidentiality;
- Be knowledgeable about circulation, technology, children's, and teen services as well as other library policies and procedures;
- Be cognizant of special programming and databases that NEGRLS' libraries offer;
- Collaborate with the Director to create circulation and programming policies specific to operation of the Bookmobile;
- Make regular visits to licensed and unlicensed home day cares, pre-schools, nursery schools and day care centers, to present story times and programming, and to provide information about library resources to parents and care-givers;





- Responsible for alerting Director of maintenance issues with the Bookmobile;
- Purchasing computer equipment, supplies, and materials for the Bookmobile within budgetary constraints; applying for grants to enhance resources available to library patrons through the Bookmobile;
- Promoting Bookmobile services to include route schedule and special event appearances through social media, website, and community newsletters;
- Performing related duties as assigned by the Director.

Reports to: Director

Coordinates with: Director; System Services Office staff, Affiliate Library Managers, and library staff; Vendors and other library professionals

Schedule: Regular office hours for Northeast Georgia Regional Library System Offices are Monday – Friday 8:30 AM to 5:00 PM, however the Bookmobile and Outreach Services Manager’s schedule may vary to include evening or weekend hours to open the Bookmobile at community events. This is a full-time position and requires 40-hour work weeks.

Salary and Benefits: Salary – \$41,600 to \$51,000 annually. Benefits include paid holidays, annual leave, participation in State Health Benefit Plan and Teacher Retirement System of Georgia.

Education and Experience:

Applicants with a Master of Library and Information Science degree, prior library and PINES experience, preferred.

The person in this position must demonstrate the ability to work independently. Knowledge of public library environment preferred.

Background check, Motor Vehicle Record history and E-Verify required prior to employment. Must have a current and valid Driver’s License. Northeast Georgia Regional Library System is a drug-free workplace.

Please send a letter of interest, resume, and three professional references to:
Northeast Georgia Regional Library System
Attn: Delana Knight
P.O. Box 2020
Clarkesville, Georgia 30523

Accepting application materials until position is filled.

