CITY OF BRAWLEY

JOB ANNOUNCEMENT

DEPARTMENT:	**Library**
POSITION:	LAMBS Driver (Grant Funded)
SALARY:	$2,625.49 per month (Range 15, Step 1)
EXAM TYPE:	N/A
DUTIES:	See job description.
QUALIFICATIONS:	A high school diploma or equivalent is required. Early Childhood Education degree or certificate or an equivalent combination of education and experience is desired. Working in non-profit organizations and adult literacy experience is desirable. Bilingual in English and Spanish is preferred. A valid California driver's license (class C) and the ability to be insured by the City is required.
APPLY TO:	Personnel – City Administration Offices 383 Main Street Brawley, CA 92227 (760) 351-3057
APPLY BY:	October 14, 2019

CITY OF BRAWLEY

CLASS TITLE: LAMBS Driver/Clerk

BASIC FUNCTION: Under the direct supervision and guidance of the Library Director and Project Coordinator, the driver/clerk is responsible for driving the LAMBS vehicle in a safe manner and assisting in the storytime presentations at all sites that are visited.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES: This project is grant-funded and all policies and procedures from the City, Library, and funding agencies need to be adhered to. These include keeping accurate records and statistics for multiple reports; adhering to the core standards for the program; using early childhood education, school readiness and Dr. Howard Gardner's learning styles in curriculum development; scheduling and prioritizing visits; outreach including fairs and parades; etc.

This position is responsible for:

- Driving the vehicle to all functions.
- Coordinating with the City's Fleet Maintenance shop or designated vehicle business to ensure the safety of the vehicle.
- Assist with the preparation and presentation of all components of the storytime using the principles listed above.
- Assist with conducting pre- and post- literacy surveys of parents, caregivers, and/or public.
- Referring patrons to appropriate agencies and resources.
- Computer use.
- Statistic and record keeping.
- Organizing and preparing materials for each site to be visited.
- Using library software to track circulation and patron information and statistics.
- Process materials for the vehicle using library software.

OTHER DUTIES:

- Conduct outreach at parent meetings, fairs, parades, etc.
- Attend meetings and training as offered.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Safe driving techniques.
- Curriculum development using early childhood education, school readiness and Gardner's learning styles
- Pre-literacy concepts to assist in selecting stories, activities, etc.

ABILITY TO:

- Plan and implement programs.
- Work with various agencies.
- Work with adults and children from various backgrounds, cultures, and with diverse abilities and interests.
- Present storytimes and other public presentations.
- Supervise staff.
- Work independently.
- Drive safely.

EDUCATION AND EXPERIENCE:

A high school diploma or equivalent is required. Early Childhood Education degree or certificate or an equivalent combination of education and experience is desired. Working in non-profit organizations and adult literacy experience is desirable. Bilingual in English and Spanish is preferred. A valid California driver's license (class C) and the ability to be insured by the City is required.

WORKING CONDITIONS:

ENVIRONMENT:

The vehicle is approximately 32' by 8' and may be filled with many people at one time.
Some of the conditions that one may be exposed to include:

- Car or motion sickness
- There are steps and staff needs to climb into the driver's area seat
- There will be diesel and road fumes
- Outdoor work will be needed in all kinds of weather.

The other main workspace is a typical office environment with typical machines including computers as well as shelving and boxes for storage.

California State law requires proof of immunizations in order to work in daycare and preschool facilities. An affidavit with dates of immunizations will be supplied to schools when requested.

PHYSICAL DEMANDS:

Staff may need to:

- Climb steps
- Crawl over the center console to reach the driver or passenger seats
- Climb a stool or ladder to assist in moving mirrors, etc.
- Crawl on the ground in order to access the storage underneath the unit
- Reach and perform other motions to set up the awning, puppet stage, table, chairs, etc.
- Carry boxes up to 30 pounds
- Check the engine's fluids and batteries, etc.

Working with children may involve assisting them on stairs, lifting, stooping and or kneeling to their height, etc.