

CLASSIFICATION TITLE: Extension Services Manager

FLSA status: Non-exempt Exemption type: n/a Pay grade: Dependent on experience	Employment status: Full Time Reports to: Library Director Division: Main
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Position Summary

The Extension Services Manager oversees the day-to-day operations of the library’s Bookmobile program, managing staff, coordinating routes and schedules, and ensuring the delivery of high-quality library services to the community. This role has a strong outreach focus, with primary responsibility for developing and implementing a school visit program and expanding deposit collection services to daycares and other facilities. The Extension Services Manager works closely with the Outreach and PR Coordinator and serves as a visible, community-facing representative of the library.

Key Responsibilities

Bookmobile Operations

- Plan, coordinate, and manage the Bookmobile’s daily and weekly schedule, including route development and stop planning
- Ensure the Bookmobile is properly prepared, stocked, and maintained for each service day
- Serve as the primary point of contact for vehicle maintenance coordination; report issues, track mileage logs, and liaise with fleet or facilities staff as needed
- Manage Bookmobile supplies and program materials; monitor and track expenditures within an assigned budget
- Maintain accurate usage, circulation, and service statistics; prepare reports as required
- Register new library cardholders and provide full library services in the field
- Handle patron concerns and service issues independently, escalating as appropriate
- Operate the Bookmobile as needed; ability to drive preferred but not required

Staff Supervision

- Supervise Bookmobile staff, including assigning work, providing training, and evaluating performance
- Make personnel recommendations and address performance issues in coordination with administration
- Foster a positive, team-oriented work environment consistent with the library’s service values

Collection Development

- Maintain and organize Bookmobile materials, including weeding and coordinating new items with library staff.
- Request and coordinate new acquisitions appropriate to the communities and facilities served
- Manage the selection and rotation of deposit collection materials at daycares, senior facilities, and other sites

School Outreach Program

- Develop and implement a Bookmobile school visit program, building relationships with school administrators, district contacts, and teachers
- Coordinate school visit logistics including scheduling, materials preparation, and follow-up with school contacts
- Facilitate access to library services and Bookmobile resources during school visits; collaborate with children's, teen, and outreach staff to develop visit content as appropriate
- Track participation and outcomes; report on program progress to administration

Deposit Collections & Facility Outreach

- Expand deposit collection services to daycare centers, senior facilities, and other community locations
- Establish and maintain relationships with facility contacts to ensure effective service delivery

Community Representation

- Represent the library at community events, festivals, and parades as assigned
- Serve as a professional, welcoming ambassador for the library's mobile services
- Collaborate with the Outreach Coordinator and other library staff to align mobile programming with broader library goals

Qualifications

Required

- High school diploma, GED, or equivalent; additional education or coursework in library science, education, or a related field preferred
- Demonstrated supervisory or lead experience in a library, educational, or public service setting
- Valid driver's license and satisfactory driving record required
- Strong organizational skills with the ability to manage schedules, routes, and multiple priorities
- Excellent interpersonal and communication skills; ability to work effectively with patrons of all ages and backgrounds
- Commitment to accessible, community-centered library service
- Ability to use library ILS systems, mobile circulation software, and basic office technology.
- Ability to pass a background check and verify employment eligibility

Preferred

- Experience working in a public library or with library collections and services
- Experience delivering programming or services in school, daycare, or community settings
- Broad reading background across children's and adult literature
- Ability or willingness to learn to operate the Bookmobile preferred.

Working Conditions

Work is performed both in the Bookmobile and at various community locations. The position requires regular driving, extended periods of standing and walking, and lifting of heavy materials. Work is conducted in varying weather and outdoor conditions. Some evening and weekend availability may be required. Occasional attendance at community events is expected on a seasonal basis.

About The Job For Which You Are Applying

Please list the title of the job for which you are applying: _____

Do you have reliable transportation to and from work? _____

Can you perform the essential functions of the [with or without a reasonable accommodation]? Yes: No:

Do you feel that you will need additional training in any area to effectively perform the job? Yes: No:

Explain: _____

Expected Hourly Rate or Salary: _____ Do you want: Full-time: _____ Part-time: _____ Temporary: _____ Any: _____

If hired, when will you be available to work? _____ / _____ / _____

List any scheduling restrictions: _____

List any certifications or licenses which you possess that will help you demonstrate ability to perform the job:

List equipment that you are qualified to operate proficiently: _____

List software that you are able to use proficiently: _____

Applicant Acknowledgement

This application will remain on file with the library for a period limited to 90 days following the date of its submission. I understand that as a public agency, this application form and other hiring records may be released upon request. By signing below, I am verifying that all of the information provided on this application form is complete, truthful and accurate to the best of my knowledge. I further understand that any misrepresentation or omission of pertinent facts is cause for disqualifying me from further consideration in the employment selection process. If I am hired, and the library subsequently discovers that information provided on this application is inaccurate or incomplete, I understand that this may be sufficient cause for me to be separated from employment.

I understand that to be considered for employment, I must comply with the library's policies and other work rules. I further understand that this application is not, and is not intended to be a contract of employment, and that employment with the library is at-will, and does not constitute a contractual employment relationship.

Signature of Applicant

_____/_____/_____
Date