

### **BOOKMOBILE DRIVER**

**DEFINITION:** Under general supervision, performs duties of routine difficulty in driving a bookmobile to designated locations throughout Navajo Nation; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Drives bookmobile; loads and delivers books and materials to chapters and designated locations; organizes and categorizes books in bookmobile; serves as a liaison to communities; performs preventive maintenance as required; maintains vehicle in a clean safe manner; prepares monthly reports, records, and delivery statistics; answers telephone; performs basic clerical duties; makes arrangements for schools to visit Navajo Book Project; restocks book shelves with books; performs janitorial duties as needed.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of the geographical area of the Navajo Nation and related map reading.  
Knowledge of basic vehicle preventative maintenance and care.  
Knowledge of traffic codes and regulations.  
Knowledge of customer service practices.  
Knowledge of operating a 3-Ton truck.  
Knowledge of computer hardware, software and peripherals.  
Knowledge of Navajo language and culture.  
Skill in safely loading, unloading and delivering books and materials throughout Navajo Nation.  
Skill in performing basic preventative vehicle maintenance.  
Skill in performing general office clerical data entry and related duties.  
Skill in maintaining a clean safe working environment.  
Skill in utilizing effective verbal communication in the Navajo and English languages.  
Skill in maintaining records, reports and logs.  
Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires extended periods of time driving and delivering books and materials weighing up to 80 pounds.

#### **MINIMUM QUALIFICATIONS:**

- A high school diploma or GED; and one (1) year of driving experience with capacity of less than three (3) tons.
- Have a clean driving record for one (1) year.

#### **PREFERRED QUALIFICATIONS:**

- Excellent customer service skills.

#### **SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

#### **Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Additional certification may be required after date of hire.

THE NAVAJO NATION

Class Code: 4146  
General Services and Maintenance Series  
Labor and Equipment Operations Group  
Overtime Code: Non-Exempt  
Pay Grade: 56

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Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.