

## **POSITION DESCRIPTION**

Title: Part Time Library Courier  
Department: General Services  
Job Analysis: September 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: General Services Manager  
Subordinate Staff: None  
Internal Contacts: County Administrator, Library Coordinator Department Heads and their staff  
External Contacts: General Public, Public Library Directors  
Status: Classified/Part Time (302)

### **Job Summary**

The Library Courier is responsible for the safe and efficient transportation of library materials between various locations. This role requires physical strength, excellent time management, and navigational skills. The Library Courier must maintain a professional demeanor while representing the County to the public and library partners.

### **Job Domain**

1. **Transport Library Materials:** Safely load, transport, and unload multiple bags of library materials at each stop, including in outdoor conditions.
2. **Handle Heavy Items:** Lift and carry books and other materials weighing up to 50 lbs.
3. **Vehicle Operation:** Drive a County vehicle and ensure it is maintained in good working condition. Must be insurable under the County's vehicle insurance policy.
4. **Time Management:** Maintain a strict schedule to ensure timely delivery and pick-up of materials.
5. **Route Coordination:** Coordinate and assist with changes in driver routes, drop-off times, and days as needed.
6. **Professional Representation:** Exhibit a professional demeanor when interacting with the public and library partner staff.
7. **Navigational Skills:** Utilize basic navigational skills to efficiently plan and follow routes.

### **Knowledge, Skills, and Abilities**

1. Strong time management and organizational skills.
2. Ability to accurately track and document the movement of library materials.
3. Experience in providing excellent customer service and resolving issues promptly.
4. Strong track record of reliability and punctuality in previous roles.
5. Basic navigational skills and familiarity with local routes.
6. Professional demeanor and excellent communication skills.
7. Ability to work independently and adapt to changing schedules and routes.
8. Working outdoors in various weather conditions.
9. Frequent lifting and carrying of heavy materials.

### **Other Characteristics**

1. Willing to travel to attend training or to other County Functions required by supervisor.

### **Minimum Requirements**

1. High school Diploma or equivalent (GED).
2. Valid driver's license and ability to be insured by the County's insurance standards.
3. Physical ability to lift and carry up to 50 lbs.
4. Ability to drive for extended periods of time.