

JOB TITLE: COURIER

CLASSIFICATION: Part Time

NATURE OF WORK: Drives library vehicles and necessary to do deliveries and pick-up among branches as well as pick up and deliver mail and library materials/supplies; and maintains library vehicles, i.e. checking oil, fluid levels, tires etc. Light custodial duties. Works in cooperation with the Director to keep vehicles in proper running order.

EXAMPLES OF WORK PERFORMED: Makes deliveries to branch libraries picks up and delivers mail; keeps maintenance schedule on library vehicles; and other duties as assigned.

SUPERVISION: Performs work under the general supervision of the Assistant Director for Business Management. Supervision takes the form of an occasional review of his/her work for efficiency and output.

EDUCATION AND EXPERIENCE: Excellent driving record required. A class E driver's license is required. Driving record and police record will be checked. Must pass a health exam.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to work with a minimum of supervision following an established routine; physical ability to lift, carry and move 50 pounds (physical exam and drug test required). Knowledge of basic automotive maintenance necessary, i.e. how to check fluids levels, air pressure of tires, etc., and the ability to keep accurate service records on vehicles.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the organization.