



MATERIALS COURIER

Accountable To: Assistant Director

Hours & Benefits Full time, up to 40 hours per week; PERSI retirement benefits; vacation and sick leave.

Status Non-exempt

The Materials Courier is a critical component of daily operations and library services to the community. This position sorts and delivers books and other materials to Valnet Member Libraries. Courier Driver service is provided Monday through Friday.

Essential Job Functions:

- Drive, load, and unload assigned vehicle.
- Drive a scheduled pickup and delivery route.
- Obey traffic laws and follow established traffic and transportation procedures.
- Inspect all library vehicles and vehicle equipment in order to ensure that vehicles are in proper working condition.
- Ensure that all library vehicles have adequate gasoline, are cleaned and are routinely washed. Report delays, accidents, or other traffic/transportation situations.
- Report any mechanical problems encountered with vehicles. Schedule and drive vehicles for maintenance as needed and approved by District Administration.
- Other duties as assigned.

Knowledge, Skills, And Abilities:

- Ability to work independently
- Ability to sort books and library materials based on established location codes.
- Ability to frequently lift tubs of books and other library materials weighing up to 60 pounds.
- Ability to drive daily on established routes and follow laws and safe driving procedures and practices.
- Display professional business attitude with a pleasant demeanor.
- Ability to embrace change and to work in an organization that values customer service.

Licenses or Certifications Required:

Must have a valid driver's license. Successful background and DMV checks required. May be subject to drug testing.

Working Conditions:

The majority of work is performed driving a van in the delivery and pick up of library materials. Driving in adverse weather conditions may occur. Sorting and loading of library materials may occur indoors and outdoors.

Physical Requirements:

- This position requires extensive periods of sitting while driving. It also requires repetitive use of arms and legs and moving the whole body, such as standing, climbing, lifting, balancing, walking, stooping, reaching, pushing, grasping, hearing and talking.
- Requires the ability to exert up to 60 pounds of force occasionally to lift, carry, push, pull or otherwise move objects, including but not limited to books and other library materials.

Disclaimers: *The Materials Courier Position is a contract position between Prairie River Library District and the Valnet Consortium.*