



LIBRARY COURIER (PART TIME)

CLASSIFICATION	A
HOURLY RATE	\$8.75
FLSA	NON-EXEMPT

GENERAL STATEMENT OF DUTIES:

Position holder will transport library materials between multiple locations. Work hours may vary but work is expected to be performed Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m. Work week will average twenty-seven (27) hours per week.

DISTINGUISHING FEATURES OF THE CLASS:

An employee of this class performs responsible and physical duties to ensure library materials are transported from one library location or office to another in a timely manner. Employee works under the general supervision of the Library Director.

EXAMPLES OF WORK *(Illustrative Only)*:

- Make deliveries among County library locations on a daily basis.
- Pick up materials at various Roanoke Valley libraries according to the assigned schedule.
- Make library related deliveries to other County offices as needed.
- Be aware of maintenance needs of delivery vehicle and notify appropriate personnel when necessary.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Must be capable of safely driving library delivery vehicle. Must be able to accurately sort items for delivery into appropriate boxes. Possession of a current driver's license valid in the Commonwealth of Virginia, and have and maintain a good driving record during employment.

PHYSICAL AND ENVIRONMENTAL FACTORS:

- Work requires stooping, kneeling, crouching, standing, walking, carrying, pushing and pulling.
- Must be able to lift up to 50 pounds.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.

- Visual acuity is required for safe operation of motor vehicles, determining the accuracy or thoroughness of work and observing general surroundings and activities.
- The work is subject to outside environmental conditions, extreme cold, extreme heat, hazards and atmospheric conditions.
- Position is subject to pre-employment physical including alcohol and drug screenings and to random alcohol and drug screenings.

ACCEPTABLE EDUCATION AND EXPERIENCE:

Education equivalent to graduation from high school plus at least three (3) years driving experience.