



Campbell County Public Library

Employment Opportunity Posting

Posted 02/22/16

JOB OPPORTUNITY

JOB TITLE: Weekend Courier

WORKSTATION: Cold Spring

SCHEDULE: Generally Friday - Sunday (12 hours a week)

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for requirements.

COMPENSATION: \$10.20 per hour

CLOSING DATE: Applications will be accepted until the position is filled.

TO APPLY: Please complete application online at:
www.cc-pl.org/employment



Weekend Courier

REPORTS TO:	Facilities Specialist
JOB CLASSIFICATION:	2
STATUS:	Non-exempt
CREATED:	30 Nov 2015

BASIC FUNCTION:

Under the general direction of the Facilities Specialist, the Weekend Courier is responsible transportation of materials between branches. Deliveries to other locations outside of the Library may also be necessary. Duties may require independent judgment and action within specific parameters. The Weekend Courier interacts with the public and with other staff.

The Library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

RESPONSIBILITIES:

- Coordinate delivery and implement delivery of library materials between all branches, maintain a regular and reliable schedule.
- Complete errands as directed using the delivery vehicle including transport of donated materials from offsite to onsite locations as directed.
- Perform general custodial duties at branch locations in the absence of regularly scheduled custodial staff as directed.
- Remove trash from the exterior of all branches.
- Perform other duties as assigned.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Completion of high school or GED.
- Prior custodial experience preferred.
- Basic computer experience with standard office software, including Microsoft Office products, email, and internet usage preferred.
- Valid driver's license and satisfactory driving history required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work

day. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 40 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds) book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

The job description is not a contract between the Library and the employee. The Campbell County Public Library is an at will employer. The job description duties may be changed at the discretion of the Library and/or the Library may request the employee to perform duties that are not listed on the job description.

Cold Springs