

**KANAWHA COUNTY PUBLIC LIBRARY
PUBLIC SERVICES DEPARTMENT
JOB DESCRIPTION**

COURIER

**Full-Time
(37.5 Hours)**

DEFINITION:

An entry level paraprofessional position performing various duties that include the pick up and delivery of books, materials, equipment, etc., between specific locations. The courier also monitors maintenance of the delivery vehicle. Supervision is provided by the Main Library Public Services Manager who reviews work through observation, analysis of completed work and periodic conferences.

MAJOR DUTIES AND RESPONSIBILITIES (Not all inclusive):

Delivers and collects materials, interdepartmental mail, equipment, supplies, money, payroll checks, etc., to and from all Kanawha County Public Library system locations. Also makes deliveries to and collects materials from the South Charleston Public Library and the Nitro Public Library.

Sorts (as needed) and packs materials and other items at the Main Library for delivery.

Promptly reports any vehicle performance problems to the Main Library Public Services Manager.

Schedules vehicle for regular maintenance, such as oil changes, etc., as well as washes, waxes and cleans the inside of the vehicle as needed. Purchases gas for the vehicle and forwards receipts to the Accounting Department.

Distributes incoming deliveries to the Main Library to appropriate departments.

Trains backup staff as appropriate.

Load and unloads materials onto courier van.

ESSENTIAL JOB FUNCTIONS

Ability to bend, stoop, reach, lift and move 50 pounds.

Ability to work well independently with minimal supervision.

Ability to maintain a regular and reliable level of attendance.

Ability to learn assigned work procedures and perform them in an effective and efficient manner.

REQUIRED QUALIFICATIONS:

High school diploma or G.E.D.

Valid West Virginia driver's license with a good driving record

Bondable

DESIRED QUALIFICATIONS:

Previous experience driving a van or truck and making deliveries.

Previous experience working with the public.