

CLASSIFICATION TITLE: COURIER DRIVER, LIBRARY

PURPOSE OF THIS CLASSIFICATION:

The purpose of this classification is to facilitate the timely and accurate delivery and transport of materials, supplies, and deposits between library branches and county departments; supporting library services by ensuring the efficient movement of resources, promoting public visibility, and fostering strong interdepartmental coordination.

ESSENTIAL FUNCTIONS:

Retrieves and delivers mail, books, supplies, reports, and packages between library branches and County departments on a scheduled route.

Conducts weekly bank deposits from each library branch, ensuring secure handling and documentation.

Prepares, packs, and labels materials for Intra-PINES courier distribution in compliance with PINES network procedures.

Demonstrates familiarity with PINES and the Evergreen Integrated Library System (ILS) and understands basic library circulation policies and practices.

Assists with collection maintenance, including moving, shifting, or retrieving materials as directed by Library staff.

May attend and/or help facilitate library community outreach events, including loading/unloading materials and engaging with the public.

Regularly assesses the Library Courier vehicle for routine maintenance, cleanliness, and safety; reports any issues promptly.

Maintains delivery logs, records of mileage, and documentation related to transported items and deposits.

May operate additional library vehicles, including the Library Bookmobile, as needed.

Performs other related duties as assigned or required.

ADDITIONAL FUNCTIONS:

This position may require a flexible schedule, including occasional evening or weekend hours during outreach events or special programming.