GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for pickup and delivery of the Department of Libraries and Information Services' books, materials, correspondence, supplies, furniture and equipment. Reports to the Financial Management Analyst.

ESSENTIAL JOB FUNCTIONS

Responsible for the pickup and delivery of library books, materials, supplies, correspondence, furniture and equipment to and from various library branch locations, Central Warehouse, City dump, libraries in other cities.

Assembles library equipment such as chairs, shelves and shelving units, tables, basic furniture, displays and other equipment for library branches and other locations.

Operates and maintains the department delivery vehicle. Washes and cleans vehicle. Maintains appropriate vehicle documents including mileage logs, fuel reports and other records.

Provides assistance for the department’s special events and projects such as fairs, children’s displays and exhibits by transporting books and equipment. Assists with setting up and tearing down items used at special events.

Locates and makes small purchases of supplies and equipment and transports cash deposits to the bank and Treasurer’s office.

Coordinates the transporting and maintains the storage of books and materials needed for the Mayor’s Book Club initiative.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGES

• Equipment Operation – Considerable knowledge of the proper procedures for operating, inspecting and maintaining assigned equipment.
• Safety – Considerable knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation. Considerable knowledge of traffic laws and regulations governing the operation of equipment.

REQUIRED SKILLS

• Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and the public
• Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

• Communication – Ability to effectively listen and understand information and ideas being presented verbally and in writing.

EDUCATION AND EXPERIENCE

Requires any combination of education and experience equivalent to a high school diploma and 1-2 years experience in material handling and stock transportation work.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and an acceptable sex offender registry check. Requires a valid driver’s license with an acceptable driving record.

This position requires a pre-employment medical evaluation.

PHYSICAL AND DEXTERITY REQUIREMENTS

• Tasks require the regular and, at times, sustained performance of moderately physically demanding work
• Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
• May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS

• Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
• Some tasks require the ability to communicate orally.

ENVIRONMENTAL HAZARDS
Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, fumes, temperature, weather and noise extremes, hazardous materials, machinery, vibrations, traffic hazards, and toxic agents.