

**Montgomery County - Norristown Public Library  
Job Description**

<b>Title:</b> Delivery Driver	<b>Classification:</b> Support Staff I
<b>Primary Work Location:</b> Norristown, PA	<b>Department:</b> Extension
<b>Supervisor:</b> Department Head	<b>Number of Employees Directly Supervised:</b> 0
<b>Status:</b> <input checked="" type="checkbox"/> <b>Regular</b> <input type="checkbox"/> <b>Temporary</b>	<b>Fair Labor Standards Act Status:</b> Non-Exempt
<input checked="" type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b>	<b>Hours:</b> <u> 37 </u> hours/week (Days, Evenings, Weekends)

**Statement of Responsibilities:**

The Delivery Driver is responsible for providing outstanding customer service to district libraries and library patrons. This position primarily supports activities of the Bookmobile and Outreach Services Department by operating cargo vans on regularly scheduled routes and timetables throughout County. Operator sorts, packs, delivers, and picks up library materials. This position also performs as a backup desk clerk in the department office. The Delivery Driver must be self-motivated and have a positive attitude towards customer service. They must possess personal integrity, a strong work ethic, and the ability to work individually or on a team.

**Organizational Relationships:**

The Delivery Driver must maintain a positive working relationship with other MC-NPL departments and branches. They represent the department to external agencies including, but not limited to: service providers, schools, nonprofits, consortiums, district libraries, local municipalities, and county government.

**General Responsibilities and Examples of Work:**

*All Vehicles:*

- Drives vehicles safely and courteously on set routes and timetables throughout county.
- Fuels vehicles.
- Monitors overall mechanical condition of vehicles.
- Performs and reports minor preventive maintenance on vehicles, reports needed vehicle repairs.
- Cleans interior and exterior of vehicles.
- Maintains the cleanliness of the loading docks, garage, and work areas

*Delivery Driver:*

- Performs pickups and deliveries of inter-library loan materials at branches and district libraries.
- Handles all library materials respectfully.
- Sorts, packs, and routes library materials accurately and quickly.
- Loads and unloads materials with an emphasis on personal, coworker, and public safety.

*Department Office and Bookmobiles:*

- When not assigned to delivery duties, provides administrative and clerical assistance to the department office and the Bookmobile teams.

*General:*

- Carries out job functions without posing a health or safety threat to self or others.

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- Perform other duties and special projects, as assigned by the department manager

**Qualifications for Employment:**

- High School Diploma or equivalent.
- Previous work experience of 0-4 years.
- Good interpersonal communication skills.
- Demonstrate an ability to treat the public in a professional and respectful manner, and maintain confidentiality of customer data.
- Valid PA driver's license and a point-free driving record.
- Ability to work at any of the Library's locations.
- Ability to read, sort, and file quickly and accurately.
- Must have good interpersonal communication skills.
- Must be computer literate.

**Physical Demands or Requirements** (\*indicates essential requirements):

*Strength/movement requirements*

- \*Able to lift or move 40 pounds
- \*Able to bend to floor level and/or reach overhead
- \*Able to stand and/or walk for extended periods of time, up to 2 hours
- \*Able to sit for extended periods of time, up to 2 hours

*Manual/physical dexterity requirements*

- \*Able to manipulate keyboard of computer, typewriter or other office equipment
- \*Able to manipulate mouse, pointing device or other input device
- \*Able to manipulate data cables, cords, connections, or similar power and data devices
- \*Able to manipulate pages of books, insert and remove disks, manipulate library materials

*Communication requirements*

- \*Able to use telecommunication devices to hear and speak with staff and public
- \*Able to see, understand and create written material

*Employment is contingent upon the results of the pre-employment physical, drug and the following background checks: PA State Police Criminal History, PA Child Abuse History Clearance, and FBI Criminal Background Check. Completion of PA State Mandated Reporter Training within 30 days of hire is also required. All clearances and mandated reporter training must be updated every 5 years.*

**Employee Name** (please print): \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Revised: July 19, 2022