

**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"/> Regular <input type="checkbox"/> Temporary	<b>Fair Labor Standards Act Status:</b> Non-Exempt
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<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. The 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.
- Perform other duties and special projects, as assigned by the department manager

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

**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 requirement)

Strength/movement requirements

- \*Able to lift or move 30 pounds
- \*Able to adjust to floor and/or overhead level
- \*Able to remain in a stationary position and/or traverse for 2 hours at a time

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 communicate with staff and public
- \*Able to observe, understand and create written material

**Additional Eligibility Requirement;**

- Employment is contingent upon the submission of the following: PA State Police Criminal History, PA Child Abuse History Clearance, FBI Criminal Background Check, and PA State Mandated Reporter Training within 30 days from the date of hire and resubmission 60 months thereafter.
- Complete at least 6 hours of continuing education every two years as required by Act 37 of 1999 (Title 24PA, C.S.A §9335 (b)(4)).

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. All employees must be able to perform the essential functions of this position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent of undue hardship.

**Print Name:** \_\_\_\_\_

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

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

Revised: August 30, 2023