

## **COURIER DRIVER**

### **RUTHERFORD COUNTY LIBRARY SYSTEM**

#### **ORGANIZATION DESCRIPTION:**

Rutherford County Library System (RCLS) is comprised of five branches and a Bookmobile serving the Greater Rutherford County community. RCLS receives funding from three cities (Eagleville, Murfreesboro, and Smyrna) and Rutherford County, though governed by the Board of Directors of RCLS (“the Board”). Our mission: Empowering the community with resources to explore, imagine and engage.

#### **SUMMARY:**

Under the direction of the RCLS Linebaugh Branch Manager, the Courier Driver will transport library materials between RCLS branches in a timely and secure manner. The Courier Driver will be loading and unloading trucks, moving, handling and tracking totes filled with library circulation materials, mail, supplies, and other miscellaneous items.

#### **DUTIES & RESPONSIBILITIES:**

- Some knowledge of library techniques, systems, working tools, and procedures preferred.
- Ability to sort books and library materials based on established location codes; ability to frequently lift tubs of books and other library materials.
- Ability to drive on established routes and follow established laws and safe driving procedures and practices.
- Ability to assume responsibility for entering and securing unattended delivery sites.
- Inspect vehicle and vehicle equipment, such as mirrors, lights, gas gauge, temperature gauge, tires, turn signals, and brakes in order to ensure that vehicles are in proper working condition. Report any mechanical problems encountered with vehicles. Vehicles are properly cleaned and washed regularly.
- Participate proactively as part of the RCLS team in identifying and making suggestions to increase efficiencies, implement cost-saving strategies, and improve services.
- Performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- High School diploma or G.E.D. equivalent or above; or an equivalent combination of education and experience.
- Skill in communicating effectively, both verbally and in writing; strong analytical and problem solving skills; skill in developing staff procedures and guidelines; skill in interpreting statistical data, formulating recommendations and writing reports; skill in coordinating multiple projects simultaneously; skill in organizing, compiling, and recording information accurately; skill in utilizing word processing, database, and/or spreadsheet software packages.
- Possess a valid Tennessee Driver’s License with a clean driving record.
- Scheduling flexibility is required, but a regular schedule of hours, including nights and weekends, with occasional exceptions, is possible. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

- The majority of work is performed driving a van in the delivery and pick up of RCLS materials.
- Occasionally may encounter rain, snow, or ice. Sorting and loading of library materials may occur indoors and outdoors. All work is performed during the day.
- Extensive periods of sitting while driving up to 75 miles daily.
- Physical condition necessary for the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces.
- Requires repetitive use of arms and legs and moving the whole body, such as standing, climbing, lifting, balancing, walking, bending, stooping, reaching, pushing, grasping, hearing and talking.
- Lift and carry materials of up to 50 lbs. frequently, using proper lifting techniques.
- Push a handcart containing material weighing up to 150 lbs.

**This job description describes the nature and level of assignments normally given in this position. It is not an exhaustive list of duties and may be supplemented at anytime. Employees may be expected to perform additional related duties which are specific to their area that may not be reflected in this summary. The job description does not constitute an employment agreement between RCLS and the employee, and is subject to change as the needs of RCLS and the requirements of the job change.**