

LIBRARY COURIER

NATURE OF WORK:

The position in this class performs specific tasks in transporting materials to and from the library branches. Work is performed under the supervision of the library director or department manager, and performance is reviewed for the demonstrated knowledge and acceptance of FCLS and Flathead County policies and procedures as well as FCLS Core Values.

The tasks performed require the employee to operate the library vehicle, lift and carry boxes of books and other library materials, to enter and leave branch library facilities during closed hours and to transport cash on occasion. Tasks will primarily involve moving library materials between the main library and branch libraries, but will involve other deliveries and pick-ups from time to time.

Work is subject to review for accuracy and speed of completion during and after the initial training period. Supervision of others is not a characteristic of this class.

The employee in this classification, when not transporting library materials, will be assigned to provide assistance in a major unit of the headquarters library. Some contact with other library personnel is characteristic, but very little public contact is expected.

Work is performed driving the library vehicle and at the headquarters library. Work requires the ability to lift and carry up to 50 pounds.

DISTINGUISHING CHARACTERISTICS:

A very significant factor of this position is absolute dependability on the part of the employee. The courier system depends on having the courier at work and ready to leave on the route at the appointed time on the scheduled days. The schedule, as established, is not flexible and the employee must be prepared to work within the established parameters. This schedule shall include both day and night driving.

REPRESENTATIVE EXAMPLES OF WORK: (Only major tasks are identified for most positions; refer to position description for detailed listing of duties.)

1. Transports library books and other library materials to and from the Flathead County Library System branches; drives the assigned library vehicle to the various locations; maintains the vehicle by vacuuming, washing, fueling, checking fluids, and arranging for servicing; ensures the vehicle's registration and insurance.
2. Runs a variety of errands, as requested; picks-up items from the county courthouse or other departments; takes trash to the dump; takes library materials to storage and other designated locations.

3. Performs a variety of tasks at headquarters library, as assigned; organizes book trucks and shelves books; opens and closes library building according to library protocol; performs minor repairs to books
4. Accepts and adheres to Flathead County Library System Core Values, policies and procedures
5. Attends monthly All-Staff meetings
6. Performs related work as assigned.

**SELECTION FACTORS:** (These factors will be the basis for selecting the most qualified applicants to be interviewed. Applicants selected for employment must satisfactorily demonstrate possession of these factors during and after a prescribed probationary period for continued employment.)

**Skill in:**

- the safe operation of a motor vehicle in all types of weather conditions.
- interpersonal relationships

**Ability to:**

- operate a motor vehicle in a safe and competent manner.
- repeatedly lift and carry moderately heavy cartons (30 to 50 pounds) correctly.
- maintain the established courier schedule without sacrificing courtesy in the libraries or on the road.
- establish and maintain effective working relationships with co-workers and library patrons.
- communicate effectively and respectfully, patiently and courteously with coworkers, customers, and other community members
- acknowledge and accept differences in a diverse work environment
- work both independently and collaboratively
- remain flexible and positive in an environment of constant change
- accept responsibility for outcomes of actions and focus on personal growth
- be bonded

**GENERAL RECRUITMENT INDICATORS:** (Person applying for a position in this class should have the following experience and/or training).

1. High school diploma or GED, or equivalent combination of experience and training which indicate possession of the required skills and abilities.
2. Possession of a valid Montana driver's license with a safe driving record and proof of the ability to carry private automobile insurance.

**ACTION DATE REFERENCE**

Adopted: 4/05/93 Commissioners minutes  
 Revised: 06/15/00 Commissioners minutes  
 Revised: 02/06/07 Commissioners' Minutes  
 Revised: 03/08/12 Commissioners' Minutes  
 Revised: 07/01/14 HR Salary Recommendation Transmittal 05/28/2014