



APPOMATTOX

REGIONAL LIBRARY SYSTEM

APPOMATTOX REGIONAL LIBRARY SYSTEM

POSITION DESCRIPTION

POSITION TITLE: Outreach and Delivery Driver

CLASSIFICATION: LA I

IMMEDIATE SUPERVISOR: Branch Services Manager

FLSA DESIGNATION: Non-Exempt

Job Type: Part Time 20 – 25 hours per week

Salary: \$11.45/hr.

Please visit www.arls.org to apply.

Position close date: open until filled.

I. POSITION SUMMARY

JOB OBJECTIVE:

Under the general supervision of the Branch Services Manager, this position is responsible for regular weekly deliveries to all branches and Petersburg Library and assists with scheduled outreach visits. Schedules outreach lobby visits; prepares items for circulation and provides circulation services for each outreach visit. Organizes and makes deliveries to the branch sites, may perform light custodial tasks at some branch locations, and performs other duties as required.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Provides intra-library delivery of materials, supplies and correspondence to all ARLS and PPL branches.
 - Prepares delivery vehicle for deliveries. Organizes and loads items to be delivered.
 - Checks maintenance and assures vehicle is in good operating condition.
 - Confirms with Administrative staff any special needs prior to each delivery departure.
 - Delivers items and picks up materials to be delivered; Sorts and distributes delivery items in route to ensure timely delivery of intra-library materials.
 - Makes recommendations for scheduling changes.



APPOMATTOX

REGIONAL LIBRARY SYSTEM

2. Provides circulation services to outreach patrons.

- Delivers items for lobby visits to each stop, collecting and preparing branch items for outreach circulation using TLC. Locates requested library materials for outreach patrons to include in delivery.
- Checks out items to group patrons and checks in returning items. Places holds for patrons as needed.
- Records statistics for each outreach visit and enters them daily into TLC.
- Updates or issues cards for outreach patron organizations when required.
- Maintains professional and courteous manner and appearance during performance of all duties.

3. Other duties as needed.

- Ensures library vehicles have current inspections. Delivers vehicles to city garage for maintenance.
- Picks up materials from retail outlets or donors when needed.

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Clerical and computer skills.
- Effective oral and written communication.
- Valid Virginia driver's license.
- Ability to lift up to 50 pounds.
- Ability to operate library vehicles, including delivery van.
- Ability to understand and follow written and oral instructions.
- Ability to establish and maintain courteous interaction with staff and the public.
- Ability to make decisions in accordance with regulations and established policies.

IV. ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING

Previous customer service and/or library experience preferred. Possession of a valid Virginia Driver's License with safe driving record required. High school degree and any equivalent



APPOMATTOX

REGIONAL LIBRARY SYSTEM

combination of experience and training, which provides the required knowledge, skills and abilities, required. Must be able to pass background check.