

County of Berks

POSITION DESCRIPTION FORM

Position Title: Delivery Driver (part-time)

Department: Library System Reports To: Bibliographic Services Supervisor
(Title)

Wage Category: Exempt Non-Exempt

EEO-1 Category: Administrative Support Union Classification: N/A

POSITION SUMMARY:

Drives van throughout county to pick up and deliver library materials.

POSITION RESPONSIBILITIES:

Essential Functions

1. Picks up, sorts, and delivers library materials following established schedules and routes.
2. Prepare library materials for shipment according to established procedures.

Non-Essential Functions

None

MINIMUM EDUCATION AND EXPERIENCE:

1. High school graduate.
2. Valid PA driver's license and excellent driving record.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to drive delivery van.
2. Ability to follow oral and written instructions.
3. Filing skills.

PHYSICAL DEMANDS:

1. Must drive in various weather and road conditions.
2. Must daily lift book carriers weighing up to 50 pounds.

WORKING ENVIRONMENT:

On the road most of the time.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

Effective Date: 9/2003

Revision Date:

Reviewed: