



County of Berks POSITION DESCRIPTION FORM

Position Title:	Delivery Driver (part-time)		
Department:	Library System	Reports To: (Title)	Bibliographic Services Supervisor
Effective Date:	September 2003	Revision Dates:	April 29, 2021
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> 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:

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

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to drive delivery van.
- Ability to follow oral and written instructions.
- Filing skills.
- Ability to handle stress.
- Physical presence in the office is required.

PHYSICAL DEMANDS:

1. Must drive in various weather and road conditions.
2. Must daily lift book carriers be 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.