



Position: Part-Time Delivery Driver
Reports to: Director
FLSA Status: Non-exempt
Created/Revised: 06-03-2022

Description: A technical/clerical position under the direct supervision of the Director, with responsibility for operation of the delivery van and associated clerical functions. Drives delivery transit van throughout six county region to pick up and deliver library materials to member libraries.

Supervision: Given and received

- Given: None
- Received: Performs routine work within established policies and receives detailed instructions from the Director and/or supervisor.

Duties and Responsibilities

1. Checks library materials in using computer, picks up, loads, and sorts library materials according to established procedures.
2. Drives the delivery van safely on alternate day fixed routes to transfer materials between all Viking Library System member libraries.
3. Provides morning and afternoon Fergus Falls Public Library pickup. Provides delivery to MSCTC-Fergus Falls and Alexandria Technical and Community College, as well as Henning, Underwood and West Central Schools, as necessary. Provides delivery to child cares served by VLS's outreach department as necessary.
4. Refuels delivery vehicles as necessary. Responsible for general upkeep and cleanliness of delivery van. Reports any mechanical and maintenance issues to the Director and/or supervisor.
5. May perform other duties as requested by the Director and/or supervisor.

Job Standards

- High school diploma or GED equivalent.
- Possession of a valid Minnesota driver's license appropriate for driving library delivery vehicles (currently Class D Driver's License as a minimum), acceptable motor vehicle record, continuous insurability and ability to safely drive and operate the delivery transit van.
- Ability to carry out assigned delivery routes in a safe and timely manner.
- Strong customer service and communication skills.
- Strong attention to detail and organizational skills.
- Ability to travel and work long hours independently.
- Ability to frequently lift book crates weighing up to 50lbs and operate a hand truck.
- Ability to load and unload and drive delivery van.
- Ability to safely drive in various weather and road conditions.
- Ability to use computer equipment, including the ILS system, standard office equipment, and hand held tools as needed.

Organizational Standards

- Remain flexible, receptive and adaptive to change.
- Ability to organize and prioritize work projects.
- Possess the ability to deal tactfully with coworkers, board members, clients, vendors and the general public.
- Follow and adhere to organizational policies and procedures.
- Understand and apply basic principles of good housekeeping and safety.
- Able to read, write, spell, speak and understand English.

Equipment

- Must be able to operate:
 - Motorized vehicles, including a transit van.
 - Computing equipment including desktop, laptop, peripherals and mobile devices
 - Two-wheel hand truck.
- May be required to operate office equipment including but not limited to network copier, telephone system, scanner, and teleconferencing equipment.
- Other equipment as added to VLS workflow and appropriate for use with assigned job duties.

Working Hours and Environment

- Part-time delivery driver shifts are either regularly Monday through Wednesday or regularly Thursday and Friday. Shifts include early morning and evening hours.
- Works in a close environment on the delivery van 75% of the time, with frequent stops requiring exiting and entering the vehicle and exposure to seasonal conditions outdoors. Works in a climate-controlled office environment approximately 25% of the time.

General Notes

- This job description is not intended to be all-inclusive, additional details will be specified by the supervisor or Director.
- Management reserves the right to change job responsibilities, duties and hours as needs prevail.
- VLS is an at-will employer. This job description is a guideline and does not constitute a written or implied employment contract.

This position requires a driver's motor vehicle record and criminal background check for all finalists.