

# Trails Regional Library

## Courier/Facilities

### Job Description

#### **SUMMARY**

The Courier/Facilities position is a full-time non-exempt position with responsibilities for transporting materials and supplies between service locations in the library district. This position also has responsibilities for some building maintenance and upkeep for properties owned or leased by Trails Regional Library District. The Courier/Facilities position is a part of the administrative staff and is supervised by an Assistant Director. Administrative staff members are expected to coordinate work with others in the library district.

#### **HOURS OF WORK**

The Courier/Facilities position works 40 hours per week, typically 8:00 to 5:00, Monday through Friday. Work schedule is subject to change according to the needs of the library system, including evening hours and Saturdays.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

A valid Missouri driver's license (class E) is required. Experience with transporting and delivering materials is required. Facility maintenance and landscaping experience/knowledge is strongly preferred.

#### **ESSENTIAL DUTIES**

In addition to other duties as assigned, the Courier/Facilities position has these specific responsibilities:

##### **Administrative**

1. Maintain and edit work order system to update assigned tasks
2. Attend staff and board meetings and serve on assigned committees as required by the Assistant Director
3. Maintain a working knowledge of the policies and procedures of the library system.
4. Respond to patron questions and concerns with tact and diplomacy, making reports and referrals as necessary to the Assistant Director

##### **Courier**

5. Sort, transport and deliver materials as needed in each of the library district's service locations
6. Maintain the utmost privacy and confidentiality while handling patron materials
7. Schedule and coordinate routine care and maintenance of library vehicle/s

##### **Facilities**

8. Perform minor maintenance tasks as assigned
9. Perform landscaping duties that could include but not limited to mowing, weed eating, spreading mulch, trimming bushes and trees.
10. Schedule and coordinate routine care and maintenance of library owned small engine equipment.

## **CONDITIONS OF EMPLOYMENT**

1. Work with employees of varying cultures, ages, and abilities
2. Work at varying paces to respond to needs of patrons and staff members
3. Work well with other staff to provide exemplary service to all patrons
4. Travel to branch libraries and/or mandatory training sites
5. Work outside during all seasons
6. Regular attendance as scheduled and performing tasks as assigned are essential job functions

## **SKILLS OR KNOWLEDGE REQUIRED**

1. Enthusiasm for working with the public and a wide variety of people
2. Good language, spelling, writing and organizational skills
3. Well organized and able to effectively prioritize
4. Knowledge of operating systems, productivity software and electronic communications
5. Work collaboratively as a member of a team
6. Work without direct supervision

## **PHYSICAL REQUIREMENTS**

1. Maneuver materials and carts
2. Maneuver tables and chairs
3. Operate computers, printers and copy machines
4. Communicate with patrons and staff in person and on the telephone in English
5. Spend up to 4 hours sitting while driving or doing work on the computer
6. Lift and carry objects weighing up to 70 pounds
7. Climb ladders and access areas such as the roof
8. Operate a motor vehicle, other powered vehicles and be able to maneuver vehicles with trailers

## **COMPENSATION AND BENEFITS**

1. **Salary Track:** D
2. **Reports to:** Assistant Director
3. **Benefits:** This position will receive the following paid benefits as detailed in the library's Personnel Policies: holidays, time off, insurance (health, short and long term disability), and retirement. The library offers optional dependent health insurance, vision, dental, life insurance and AFLAC plans at the employee's cost.