**Job title:** Rotating Books Delivery Driver  **Salary grade:** E

**Department:** North Central Kansas Libraries System  **Reports to:** NCKLS Library Services Consultant

**Exempt:** No **Supervisory responsibilities:** No

**Essential competencies that apply to all library employees:**

* Demonstrate enthusiasm for providing service excellence.
* Show commitment to customer satisfaction.
* Develop and maintain positive relationships with internal and external customers.
* Represent the library in a positive and ethical manner.
* Work cooperatively with managers and co-workers.
* Demonstrate a commitment to diversity, equity, and inclusion.
* Show a capacity for grasping concepts and ask questions to gain further understanding.
* Communicate effectively orally and in writing.
* Complete work assigned on time and to the defined quality.
* Demonstrate prompt and regular attendance.
* Comply with library policies and operational procedures.
* Show that essential job functions can be performed with little or no supervision.
* Show flexibility and adaptability.
* Show initiative by acting independently to provide solutions to problems, seek additional responsibilities, and practice self-development.
* Comply with safety and security standards; keep workplace safe and clean.

**Summary**: Delivers books and other materials to member libraries in a 12-county region. Assists with the preparation and management of the rotating book collection.

**Essential duties:**

* Packs, loads, unloads, and unpacks books for delivery to NCKLS libraries according to selection requests
* Deliver books to member libraries and adult care homes on a weekly basis as scheduled, may deliver other materials upon request
* Provides excellent customer service to member libraries out in the field when making deliveries. Brings back any issues to the Rotating Collection Manager.
* Provides general collection maintenance including shifting books, dusting, bed bug mitigation, etc.
* Assists with processing books for the collection including adding covers, spine tape, pockets, genre labels, etc.
* Tracks supply inventory for rotating books processing
* Offers weeded materials to member library on a periodic basis - packs and ships those materials to libraries or other organizations as needed
* Other duties as assigned.

**Education required**:

* High school diploma or equivalent

**Experience required**:

* A minimum one year of experience driving in all weather conditions.
* A minimum one year of computer and MS Office software experience.
* Possession of a valid Kansas driver’s license.

**Experience preferred:**

* One year of library experience.
* Operation of a delivery vehicle.

*A combination of training and experience which provides the required knowledge, skills and abilities to successfully perform the job may be considered.*

**Special knowledge, skills, and abilities**:

* Knowledge of modern office procedures and practices.
* Ability to operate a PC and relevant computer software.
* Ability to safely operate NCKLS vehicles and delivery van.
* Possession of a valid driver’s license.
* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, fractions, percentages, ratios, and proportions to practical situations.

**Physical and Environmental Factors**

* Lifting up to 50 pounds.
* Moving carts weighing up to 320 pounds.
* Driving up to 250-300 miles per day over a twelve-county region and occasionally in bad weather conditions.
* Siting for extended periods of time.
* Reaching, walking, grasping, feeling, fingering, talking, hearing/listening, seeing/observing.
* Climbing, kneeling, stooping, and using repetitive motions.
* Seeing using close, peripheral and distance vision, adjusting focus.

**Equipment operation:** Standard office equipment including but not limited to computer, tablet, printer, copier, fax, phone, email, or other technology. Delivery van.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.*

*Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments may be changed at any time as required by business necessity.*

*A criminal background and reference check is required for all library positions.*