

**Sonoma County Library
Announces an Employment Opportunity**

EXTRA-HELP DELIVERY DRIVER – ROHNERT PARK HEADQUARTERS

THE POSITION:

Please see the attached job specifications for full details about this position.

This extra help, non-benefitted position works on-call driving a delivery truck to pick up and deliver library materials at various library branches throughout Sonoma County.

SCHEDULE:

As early as 5:00 am and as late as 2:00 pm on assigned days

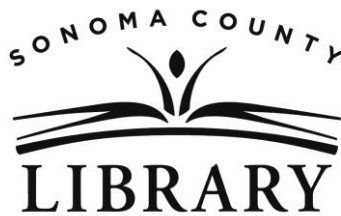
TYPICAL TASKS include, but are not limited to:

- Drives a box truck with lift gate and side ramp on a scheduled route, collecting and delivering library materials and supplies.
- Performs daily routine maintenance checks on vehicle including oil, tires, and vehicle equipment; fills vehicle with fuel and maintains clean condition; takes vehicle to a service shop for regular servicing; keeps record of maintenance checks; notifies supervisor if any issues are identified during the vehicle inspection.
- Loads and unloads book carts and crates; sorts books, library materials, equipment, mail, monies and other items to appropriate book cart, bin, or box.
- Collects daily cash deposits and receipts from library branches and delivers to the Budget and Finance Office.

MINIMUM QUALIFICATIONS:

Education and Experience: Equivalent to the completion of the twelfth (12th) grade and three (3) years of experience in supply, inventory, delivery, customer service, or clerical experience.

Licenses and Certifications: Requires possession of a valid California Driver's License (Class C) and a clean driving record.



PHYSICAL DEMANDS:

Must possess the ability to lift, carry, push, and pull materials and objects weighing an average of 35 pounds, but up to 65 pounds of weight by lifting and carrying, and up to 250 pounds of weight by pushing and pulling, with the aid of lifting/moving equipment (e.g. carts and hand trucks). Incumbents must be able to “deadlift on a pivot” the rear lift gate (approximately 200 pounds) and side ramp (approximately 70 pounds) of the delivery vehicle.

PAY RATE: **\$19.68 per hour**

CLOSING DATE: Continuous Recruitment – First review of applications will be on Wednesday, September 4, 2019

APPLICATION PROCESS: Please go to <https://www.calopps.org/sonoma-county-library> to apply. Applications must be complete and submitted by the final filing date in order to be considered. Incomplete and/or inaccurate applications may result in disqualification from the recruitment process. **Resumes will not substitute for a completed application.**

The application process may contain one or more of the following steps: a supplemental application, written test(s), skills assessment(s), and/or oral examination(s).

REQUEST FOR ACCOMMODATION: Sonoma County Library will make reasonable accommodations in the recruitment process to accommodate applicants with disabilities. If you are invited to participate in an examination or interview and have a disability for which you require an accommodation, please contact the Human Resources Department at (707) 545-0831 extension 1591 or dkatzung@sonomalibrary.org as soon as possible to make arrangements for your accommodation. Requesting accommodations at least 3 working/business days before the scheduled event will help to ensure availability. For further information regarding disability accommodations provided by the Library and related matters, see the Library’s website at <https://sonomalibrary.org/accessibility>.

EMPLOYMENT INFORMATION:

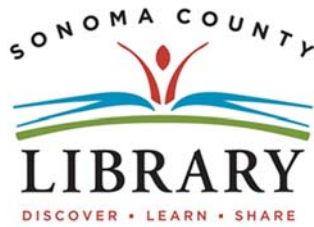
Employment offers will be contingent upon a successful pre-employment verification/criminal records clearance. Having a criminal record will not necessarily disqualify an applicant from employment.

The eligibility list established from this recruitment may be used to fill future positions as they occur during the active status of the list.

The Sonoma County Library is an Equal Opportunity Employer

www.sonomalibrary.org

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OCTOBER 2015
FLSA: NON-EXEMPT

DELIVERY DRIVER
Represented

DEFINITION

Under direct supervision, provides excellent customer service, drives a library vehicle to deliver library materials and supplies to Library branches; loads and unloads book carts and crates; carries out sorting and distribution activities; collects, transports, and delivers financial deposits and receipts; makes assessments of vehicle safety and operability; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Division Manager, Materials Management or an assigned supervisor. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a support position that operates a vehicle to deliver materials throughout the library system. Responsibilities include transporting library books and materials, sorting, and minor vehicle maintenance and upkeep. Incumbents assigned to this classification also collect and deliver financial items such as cash deposits and receipts. Incumbents perform most of their duties by themselves, adhering to a specified delivery schedule. Incumbents follow prescribed procedures and guidelines in the organization and preparation of deliveries. Assigned tasks do not include direct patron interaction. Incumbents in this classification primarily perform routine and repetitive tasks and assignments are generally limited in scope. Independent decisions include whether to modify the order of activities for speed and efficiency. This is a stand-alone class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Drives a box truck with lift gate and side ramp on a scheduled route, collecting and delivering library materials and supplies.
- Performs daily routine maintenance checks on vehicle including oil, tires, and vehicle equipment; fills vehicle with fuel and maintains clean condition; takes vehicle to a service shop for regular servicing; keeps record of maintenance checks; notifies supervisor if any issues are identified during the vehicle inspection.
- Loads and unloads book carts and crates; sorts books, library materials, equipment, mail, monies and other items to appropriate book cart, bin, or box.
- Performs sorting of library materials such as books, audio-visual media, newspapers, magazines, and other material.
- Collects daily cash deposits and receipts from library branches and delivers to the Budget and Finance Office.

- May perform special deliveries, transporting boxes, cases of supplies, and small furniture items that are not part of the daily delivery.
- May perform special deliveries of County Archives materials to/from County offices.
- May provide training to new drivers and/or extra help drivers.
- Performs a variety of clerical and office support tasks such as maintaining the daily delivery log, truck maintenance log, and unlocking and locking of library building doors.
- Performs other duties as assigned.

COMPETENCIES

Knowledge of:

- Safe driving practices and vehicle operation and basic maintenance.
- Basic library operating principles, including confidentiality of customer information.
- Alphabetic and numeric systems for organizing library materials.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic record keeping principles and procedures.
- Basic principles and practices of data collection and report preparation.
- Basic arithmetic principles, cash handling, and invoicing processes.
- Modern office practices, methods and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and County staff.

Ability to:

- Drive a large vehicle for extended periods of time.
- Read maps and determine alternate routes; navigate throughout the County-wide library system.
- Maintain accurate logs, records, and basic written reports of work performed.
- Understand and follow department policies and procedures related to assigned duties, and oral and written instructions.
- Operate modern office equipment including computer equipment and specialized library services software applications programs.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and judgment within narrow policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS

Education and Experience:

Equivalent to the completion of the twelfth (12th) grade and three (3) years of experience in supply, inventory, delivery, customer service, or clerical experience.

Licenses and Certifications:

Must possess and maintain a valid California Class C Driver License.

PHYSICAL DEMANDS

Must possess mobility to use standard office equipment, including a computer; to operate a motor vehicle and to visit various Library sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment. Positions in this classification regularly engage in movements such as climb stairs, bend, stoop, kneel, reach, carry, push, and pull to move items, storage containers, bins of materials, and carts of materials. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing an average of 35 pounds, but up to 65 pounds of weight by lifting and carrying, and up to 250 pounds of weight by pushing and pulling, with the aid of lifting/moving equipment (e.g. carts and hand trucks). Incumbents must be able to “deadlift on a pivot” the rear lift gate (approximately 200 pounds) and side ramp (approximately 70 pounds) of the delivery vehicle.

ENVIRONMENTAL ELEMENTS

Employees are stationed primarily within a vehicle serving as the Delivery Driver and spend a significant amount of time in daily transit. Incumbents may be exposed to smoke/fumes/gas, dirt/dust, grease/oil, chemicals, excessive heat/cold, inclement weather, road hazards, and high frequency noise. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work schedules that include evenings, nights, and weekends.