

**Sonoma County Library
Announces an Employment Opportunity**

**SUPERVISING DELIVERY DRIVER – ROHNERT PARK HEADQUARTERS
40 HOURS PER WEEK – FULL TIME**

THE POSITION:

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

Under direction of the Facilities Manager, provides excellent customer service, plans, oversees the system-wide delivery system and delivery warehouse facility; sets priorities for delivery staff; gives instructions to and reviews the work of driver personnel and delivery support staff; and participates in the inspection, repair and maintenance of library vehicles, schedules contracted work to be performed on Library vehicles; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

MINIMUM QUALIFICATIONS:

Education and Experience: Equivalent to the completion of the twelfth (12th) grade and four (4) years of progressively responsible delivery driving and/or warehousing, distribution and logistical experience required. Supervisorial experience is preferred.

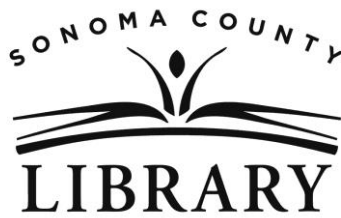
Licenses and Certifications: Requires possession of, or ability to obtain, a valid California Driver's License (Class B) by time of appointment and a clean driving record.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Safe driving practices, vehicle operation, and basic maintenance.
- Modern office practices, methods, and computer equipment and applications.
- Techniques for effectively representing the department in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.



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- Organize, implement, and direct library delivery services, programs, activities, and projects.
 - Drive a large vehicle for extended periods of time.

SALARY RANGES: \$28.10/hr to \$35.12/hr plus benefits

CLOSING DATE: 5:00 p.m., Wednesday, March 28, 2018

APPLICATION PROCESS: Please go to <https://www.calopps.org/sonoma-county-library> to apply. Applications must be submitted by the final filing date.

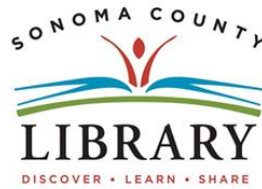
The application process may contain one or more of the following steps: a supplemental application, written test(s), skills assessment(s), and/or oral examination(s).

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



**FEBRUARY 2018
FLSA: NON-EXEMPT**

SUPERVISING DELIVERY DRIVER Represented

DEFINITION

Under direction of the Facilities Manager, provides excellent customer service, plans, oversees the system-wide delivery system and delivery warehouse facility; sets priorities for delivery staff; gives instructions to and reviews the work of driver personnel and delivery support staff; and participates in the inspection, repair and maintenance of library vehicles, schedules contracted work to be performed on Library vehicles; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Facilities Manager or other management staff. Provides supervision to the Delivery drivers and support staff.

CLASS CHARACTERISTICS

This is a first-line supervisory classification within the delivery driver and delivery support series, and is assigned supervision of the delivery warehouse. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of delivery drivers, driver support staff and sub delivery drivers. At this level, employees are responsible for the day-to-day operations of the assigned area, perform complex work, and remain available for staff questions and issue resolution. Responsibilities include scheduling, approval of timesheets, training, and performance management. Incumbents provide direction to staff on procedures and practices. Work is performed independently within a framework of established parameters. Performance expectations include the exercise of initiative, originality, and judgment in applying established principles and practices to new and unusual problems. Supervising Delivery Driver is distinguished from Branch Manager in that the latter directs and holds full management authority in planning, organizing, and directing the day-to-day operations and activities of a regional branch library.

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.

- Plans, organizes, assigns, supervises, and reviews the work of support staff and volunteers performing library delivery support activities; trains staff in work procedures of the assigned area; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion; oversees scheduling activities; manages leave requests, reviews and approves timesheets.

- Monitors activities of the assigned unit; recommends improvements and modifications and prepares various reports on activities and projects; recommends and assists in the implementation of goals and objectives; implements policies and procedures.
- Determines and recommends staffing needs for assigned activities and programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Compiles and maintains statistics, files, and maintains a variety of records and reports related to assigned functions, including cash reports.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- Supervises and oversees the countywide delivery system including delivery drivers, extra help substitute drivers, and delivery support staff.
- Oversees the Library Motor pool, scheduling all vehicle maintenance, and replacement vehicles. Keeping all records and files organized. Develops specifications for new vehicle replacements.
- Oversees the safety of all equipment and review of daily routine maintenance checks on vehicle including oil, tires, and vehicle equipment.
- Supervises and directs sorting of incoming delivery materials countywide including those from Lake and Mendocino counties and all Sonoma County Library branches.
- May perform for delivery driver duties if a substitute cannot be scheduled.
- Coordinates all internal mail to be delivered and ensures its prompt delivery.
- Works with branch managers to accommodate their needs as well as maintaining an efficient work flow within the delivery warehouse.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Safe driving practices, vehicle operation, and basic maintenance.
- Basic library operating principles, including confidentiality of customer information.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Basic arithmetic principles, cash handling, and invoicing processes.
- Techniques for effectively representing the department in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Library staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct library delivery services, programs, activities, and projects.
- Establish and maintain effective and tactful oral communication serving wide variety of individuals.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, regulations, codes, and departmental policies.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques; process and interpret library data and statistics.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Effectively represent the department and the Library in meetings with other departments, public and private organizations, and individuals.
- Maintain accurate and precise records.
- Make accurate arithmetic, financial, and statistical computations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Drive a large vehicle for extended periods of time.
- Read maps and determine alternate routes; navigate throughout the County.

Education and Experience:

Equivalent to the completion of the twelfth (12th) grade and four (4) years progressively responsible delivery driving and/or warehousing, distribution and logistical experience required. Supervisorial experience is preferred.

Licenses and Certifications:

Requires possession of, or ability to obtain, a valid California Driver's License (Class B) by time of appointment and a clean driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and library setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This classification

primarily works indoors and requires movement between work areas. Finger dexterity is needed to access, enter, and retrieve materials and 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

Employee may drive a vehicle performing delivery tasks 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 flexible schedules including evenings and weekends.