

Job Description

Title: Delivery Van Driver, Part-time Position, Library Assistant I-II

Reports to: Library Director

Effective Date: 2026

General Position Summary:

Performs the operation and maintenance of the system delivery minivan.

Essential Duties/Examples of Work:

The following is a list of representative duties. As such, it is not meant to be exclusive. Other duties may be assigned that may reasonably follow and relate to essential tasks. This job description may be modified from time to time as the needs of White County Regional Library System and the position change.

1. Operates the library minivan in delivering books and other library materials, equipment and supplies among various member libraries and elsewhere in accordance with established delivery schedule and accepted safety standards.
2. Performs circulation and inventory tasks using the computerized library automation system.
3. Performs routine van maintenance as assigned.
4. Reports vehicle condition problems or concerns.
5. Schedules routine maintenance such as oil changes, tire rotations, etc.
6. Clean and washes van as needed.
7. Maintains records on mileage, delivery loads and other records as needed.
8. Loads and unloads packages, envelopes, and containers of books and other materials to assigned locations at each delivery stop.
9. Other duties as required.

Knowledge and Abilities

1. Considerable knowledge of safe driving habits and procedures, including knowledge of the laws and regulations for the operation of motor vehicles.
2. Ability to drive van type vehicle safely and efficiently.
3. Some knowledge of necessary maintenance requirements for automotive equipment.
4. Some mechanical ability to use hand tools and equipment required for vehicle maintenance and cleaning.
5. Ability to perform lifting required for loading and unloading vehicles.
6. Ability to perform the basic clerical tasks such as record keeping and form completion. Must be able to perform basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.

Communication:

1. Ability to effectively communicate ideas and information both in written and oral form.
2. Ability to comprehend and follow instructions from supervisor, verbally and in written form.
3. Ability to effectively read and understand information contained in memoranda, reports and bulletins, etc.
4. Ability to deal effectively and courteously with system staff and member library staff.

Environmental and Physical Demands of the Position:

1. Sitting, standing, walking, climbing and stooping.
2. Bending, twisting and reaching.
3. Talking and hearing; use of the telephone.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Lifting and carrying: 75 pounds or less.
6. Handling: processing, picking up, sorting and packing library materials, etc.
7. Pushing and pulling: on wheeled hand truck/cart/dolly, containers weighing 75 – 300 pounds.
8. Indoor and outdoor work environment.
9. Flexible work hours to meet delivery schedule.
10. Requires driving minivan type vehicle.

Equipment Used:

Telephone, van type vehicle and related automotive equipment, hand tools for vehicle maintenance, and cleaning equipment.

Education and Experience:

High School diploma or equivalent, with some experience operating delivery vans or larger vehicles preferred. Possession of a valid Arkansas driver's license with no restrictions other than corrective lens. Possession of a clear driving record, with no accidents or violations in the last three years.

Approval: _____ Approval: _____
Employee Library Director