

Library Assistant III- Courier/Driver
Min. beginning hrly rate: \$10.8965/ \$22,664.67 Annual

Answers to: Operations Coordinator

Nature of Work:

Under general supervision, responsible for transportation of all materials between facilities

Essential Duties and Responsibilities:

Collect and deliver materials and equipment systemwide
Carry payroll to all branches
Deliver materials to supported organizations
Dispose of old newspapers
Responsible for van maintenance
Drives to courthouse when needed
Other duties as requested

Required Knowledge, Skills and Abilities:

Ability to follow oral and written instructions
Must be moderately physically fit

Physical Requirements:

Work requires recurring standing, stooping, climbing, walking and lifting of items weighing between 25 and 75 lbs. and may require occasional lifting of objects weighing in excess of 75 lbs.. The work may require specific physical characteristics and abilities such as heightened strength, mobility and dexterity.

Required Qualifications:

High school diploma or equivalent
Valid Class "B" chauffeur's license and good driving record
(a driving record check will be performed on all employees driving Library vehicles)

The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.

The Ouachita Parish Public Library is an equal opportunity and an At-Will employer.

A criminal background check and a drug screening are part of the pre-hire process.

FLSA STATUS: NON-EXEMPT