

**L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY**  
**Job Description**

**DEPARTMENT:** Library  
**TITLE:** Page (Van Driver)  
**DIVISION:** Circulation Services  
**REPORTS TO:** Circulation Services Manager  
**DATE:** March 2019  
**STATUS:** Nonexempt

**SUMMARY**

Under immediate supervision, this position exists to perform a variety of clerical and support procedures that permit the efficient flow of materials through Circulation Services.

**EDUCATION/EXPERIENCE/TESTING REQUIREMENTS**

- Successful completion of two years of high school or equivalent is required.

**QUALIFICATIONS**

The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job.

- Must be 18 years of age or older.
- Possession of a valid Wisconsin driver's license, good driving record and the ability to maintain a good driving record to ensure safe operation of library vehicles.
- Ability to operate a van on assigned routes skillfully, safely and in accordance with traffic laws and regulations to ensure safe and timely operation.
- Ability to make good judgments about weather conditions, road conditions and vehicle capacity and make changes in daily route or schedule based on those factors.
- Ability to understand and perform routine library procedures.
- Initiative and ability to work with minimal supervision.
- Ability to work accurately with attention to detail.
- Excellent customer service skills.
- Ability to prioritize and multitask.
- Ability to establish and maintain positive, effective working relationships with staff and the public.

**ESSENTIAL FUNCTIONS**

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provides a welcoming presence for library customers. Assists customers in using library services, finding library materials and understanding library policies and procedures.
- Processes returned materials including emptying book drops, inspecting, checking in and sorting materials.

- Contributes to an orderly and visually appealing library through the shelving of materials and light cleaning.
- Performs various assignments in and out of the library as errand page.
- Sets up/takes down meeting rooms for library and community program use.
- Opens the library to the public.
- Responsible for incoming mail including signing for, receiving and delivering internally.
- Picks up materials at off-site sites around Eau Claire. Loads, transports and unloads materials.
- Keeps written records related to vehicle mileage and departure and arrival times.
- Completes other deliveries and vehicle transportation as required.
- Maintains prompt, predictable, and regular physical attendance
- Responsible for maintaining a safe, secure, and orderly public space within the library building and grounds
- Contributes to a positive, team-oriented work environment by being helpful, respectful, and approachable to both staff and the public

### **NONESSENTIAL FUNCTIONS**

Other duties may be assigned.

- Performs minor vehicle maintenance to keep vehicles in good operating condition.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

Frequent lifting, carrying, pushing, and/or pulling of 25-50 pounds is required. The employee must occasionally move (pull or push) book trucks with up to 200 pounds of materials. Frequent and repeated walking, standing, sitting, climbing, reaching, bending, squatting, and twisting motions are required. This position will work in heat, cold, wet, and slippery conditions.

### **LANGUAGE SKILLS**

Must be able to read, write, give, follow, and comprehend verbal and written instructions.

### **SUPERVISION/DIRECTION RECEIVED:**

- Circulation Services Manager
- Page Coordinator, Circulation Services
- Library Assistants, Circulation Services
- Desk Clerks, Circulation Services

### **ACCEPTANCE STATEMENT**

I have carefully read, understand and accept the job description, including the qualifications, requirements and physical demands, with or without reasonable accommodation, of this position at L.E. Phillips Memorial Public Library and, if employed, I certify that I can and will perform the essential and nonessential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

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Page (Van Driver), Circulation Services

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Date

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Circulation Services Manager

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Date

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Assistant Director

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Date