

**Position: Courier****Class:** LA2**Status:** Non-Exempt

Boone County Public Library is seeking a dynamic, motivated individual for the position of a part time Courier based at the Main Library in Burlington, KY. Under the general direction of the Facilities Manager, the Courier performs tasks associated with transporting library materials among library branches and to other locations. The Courier interacts primarily with other staff members.

**Responsibilities:**

- Transports library materials, supplies, etc via a library vehicle among BCPL library branches and to other locations
- Maintain library vehicle in good working condition and clean inside and out
- Perform related duties as assigned

**Qualifications/Other Requirements:** High school diploma or equivalent**Knowledge, Skills and Abilities**

Ability to deal tactfully and effectively with the public and with other staff members

Ability to work under general supervision

Ability to understand and follow verbal and written instructions

Ability to do repetitive tasks with speed and accuracy

Ability to adhere to prescribed routines

Ability to operate a large motor vehicle

Customer service experience preferred

Proficiency with computers, the Internet and various software programs

Valid driver's license and safe driving record

Light to medium work [lifting, pushing or pulling 20-50 lb. maximum]

Occasional heavy work [lifting, pushing or pulling up to 100 lb]

Reaching, bending, kneeling, climbing and crouching to replace library materials, empty bins and boxes, etc

Carrying or otherwise moving boxes/materials into and out of various buildings

Handling a large vehicle in heavy traffic and on narrow and/or winding roads

**Salary:** Starting at \$11.95 per hour**If you have the qualifications for this position, please send your job application, cover letter with salary requirements and resume to:**

Human Resources Manager

Boone County Public Library

1786 Burlington Pike

Burlington, KY 41005

[jobs@bcpl.org](mailto:jobs@bcpl.org)

Fax 859-689-0410

**Position will remain open until filled**