



COURIER

Department: Custodial	
Reports to: Head Custodian	Level: 8
Chain of Command: No	FLSA Status: Non-Exempt

Position Summary

All staff work together to create opportunities for our community to become its best. As a member of the library team, I am essential in providing excellent experiences by being proactive and helpful. Being hospitable and positive, I assist in the use of library resources by transporting materials and helping as needed to maintain supplies.

Essential Functions

Expertise

- I provide daily courier service to all library locations (physical). To do this, I make myself available generally between the hours of 10 a.m. to 1 p.m.
- I assist departments with outreach by helping to courier materials and collections to schools and facilities as scheduled.
- I frequently purchase supplies from local vendors and stores and deliver them where needed.
- I deliver any outgoing mail to the nearest United States Post Office on days they are open.
- I create opportunities for our community and visitors to become their best by demonstrating exceptional experiences in the library.

Nonessential Functions

- I frequently communicate with my supervisor and other staff to give input and ideas on how to make the library a better place for our community continually.
- I recognize that we work as a team and help coworkers in my department and other departments as I can.

Knowledge and Skills

- Basic computer skills.
- Motor vehicle skills with a good driving record are required.

Education/Experience and any pertinent Certifications

- High school diploma or equivalent.
- Mechanical aptitude.
- Must have a valid Indiana driver's license, or the ability to attain one.

Working Conditions

Unless reasonable accommodation can be made, while performing this job the staff member shall:

- Use strength to lift items needed to perform the job's functions, usually no less than 25 lbs. and no more than 50 lbs.
- Sit, stand, and walk for required periods.
- Utilize standard vision requirements; vocal communication is required for expressing or exchanging ideas using the spoken word; hearing is required to perceive information at normal, spoken word levels.
- Communicate effectively in English, using proper grammar and vocabulary.
- Use hands, arms, and fingers to handle objects and operate tools, computers, and/or controls.
- Work in normal library working conditions; moderate exposure to office and maintenance chemicals.
- Encounter normal fluctuations in interior conditions, such as noise and temperatures. Because of the mobile nature of the job, extreme Indiana weather conditions can also be experienced, along with some driving in hazardous conditions.
- It is imperative that staff be free of any drugs that would prohibit them from driving or using machinery, and that they have the physical strength and flexibility to competently handle all aspects of driving a vehicle.

Core Abilities

- I am a vital component in an engaged and thriving community.
- I am understanding and compassionate.
- I am cooperative, a collaborator, a problem solver, and a continuous learner.
- I am approachable and understanding so I can assist others in accessing materials or services.
- I remain customer-focused when aiding anyone, answering directional or general library questions, or in any other job duty.
- I effectively communicate, verbally and in writing, with patrons and staff, providing clear and helpful information in a friendly and approachable manner.
- I understand technologies that are necessary to fulfill my job duties to give quick and effortless help to our patrons.
- I help resolve issues and help ensure that all have good experiences in the library.
- I am an advocate for books and reading, taking the time to talk to patrons when assisting them.
- I represent KHCPL by being honest, ethical, sympathetic, responsible, and staying calm under pressure.
- I keep the library a welcoming place by knowing patron-facing policies such as the Patron Code of Conduct, Crisis Handbook, Circulation, and others.
- I will work with and cooperate with all staff in all departments to keep a friendly and inviting library.
- I stay informed of library news and events by regularly reading and responding to emails, memos, and other library-related documents.
- I remain flexible and accept new or temporary job duties as the need arises and the library evolves.

This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, assignments, or working conditions associated with this job.

Kokomo-Howard County Public Library provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. We encourage applications from members of underrepresented minority groups.