

DELIVERY SERVICES SPECIALIST
805

DEPARTMENT: Williamsburg Regional Library/Support Services

NATURE OF WORK:

Under the supervision of the Assistant Library Director, the Delivery Services Specialist performs a variety of tasks that insure the prompt, accurate, and efficient delivery of library mail, collections, equipment, and supplies. Position requires driving a delivery van and overseeing its maintenance. Participates in the analysis and planning of delivery services operations within the Support Services department.

ESSENTIAL FUNCTIONS OF THE JOB:

Drives a delivery van, overseeing its maintenance and performing routine maintenance tasks.

Prepares, loads, and delivers mail and collection items to both library buildings and other destinations (e.g., WRL Board members' homes and offices).

Picks up and delivers library bank deposits.

Oversees all mail room operations. Duties include:

- Sorting, metering, and batching outgoing mail and other deliveries.
- Preparing packages and bulk materials for mailing or shipping.
- Sorting and delivering intra-library mail, U.S. mail, and other shipments.
- Receiving and unpacking shipments as needed.
- Maintaining logs and statistics.
- Monitoring U.S. Postal Service regulations and developments along with those of other carriers; recommending and implementing procedural changes accordingly.
- Assessing and making recommendations on the use of vendors' services; coordinating the use of selected vendors.

Transports library supplies and equipment to and from a wide variety of sites; delivers those items to the appropriate building.

Procures library supplies and equipment (e.g., refreshments for library events). Consults with staff about their needs and exercises discretion and judgment on shopping trips.

Picks up donations of library materials from the community and delivers them to the appropriate building.

Drives official library visitors and staff on official business to and from their destinations.

May participate in library-wide committees or projects.

Performs other tasks as assigned.

JOB LOCATION AND EQUIPMENT OPERATED:

The job is based at the James City County Library. Duties are performed in both libraries, in a delivery van, and throughout the region between Richmond and Norfolk, Virginia. Administers works typically in an office setting and also driving a delivery van, with frequent walking, medium to heavy lifting (up to 100 pounds), and other strenuous physical activities. Operation of a delivery van is required. Postage meter, scales, personal computer, and other office equipment as required. Regular contact is made with employees, the U.S. postal service and other carriers' staff, and the general public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to load and safely drive a delivery van.

Ability to follow verbal and written instructions.

Ability to operate office equipment (including a personal computer) in the performance of duties.

Ability to perform a variety of clerical work, including accurate record-keeping, requiring the exercise of judgment.

Ability to work under pressure and to meet deadlines.

Ability to maintain and secure confidential materials.

Ability to establish and maintain effective working relationships with employees, the business community, and the general public.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent, and one year of experience in general clerical work; or an equivalent combination of education, training, and experience providing the knowledge, skills, and abilities cited in this job description.

NECESSARY SPECIAL QUALIFICATIONS:

Valid Virginia driver's license.

Acceptable driving record based on James City County's criteria to be verified annually.

Requires the ability to travel among various library sites.

delservspec.805

Date: November 2001

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Delivery Services Specialist Position Number 805
Department Williamsburg Regional Library Division Support Services

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others _____
- Not essential to job function

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical

Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input checked="" type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift					✓	✓		✓	✓
Push/Pull					✓			✓	
Hold/Carry					✓	✓		✓	

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Step stool | <input checked="" type="checkbox"/> 1 flight | <input checked="" type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input checked="" type="checkbox"/> 2 flights | <input checked="" type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input checked="" type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand				✓					✓
Sit	✓						✓		
Walk				✓					✓
Run	✓						✓		

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)
- Not essential to job function

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			