

Pope County Library System

Job Description

Department:	<i>Library System</i>
Job title:	Book Courier and Maintenance
Reports to:	Director and Assistant Director

Job Purpose

The Book Courier and Maintenance position drives a library-provided vehicle to pick up, transport, and deliver books, materials, and other items between branches to ensure secure, timely deliveries.

This position provides basic preventive maintenance for library facilities and performs routine repairs.

Duties and Responsibilities

I. Duties of Clerks in All Areas:

- A. Transport delivery boxes, bank deposits, computers and other technology, and a variety of materials between the branches
- B. Drive between Russellville, Dover, Hector, and Atkins three times per week
- C. Perform routine and preventative maintenance at branch libraries
- D. Provide proactive assessment of facility maintenance needs
- E. Assist Russellville Janitor and Maintenance staff with Russellville maintenance and repairs as needed
- F. Complete basic construction projects
- G. Consult with outside vendors to facilitate repairs
- H. Run errands as needed
- I. Other duties as assigned

Qualifications

High School Diploma or G.E.D. equivalency, valid driver's license, clean driving record, physical ability to lift and load bins, strong organizational skills, attention to detail, and the ability to work independently. Basic maintenance experience required.

Working conditions

A busy, vibrant library whose patrons represent a socially, culturally, and economically diverse community. Duties are performed both indoors in an office environment and outside. Hazards are considered minor and controllable but may include exposure to human error. Must have a heart for serving the public. This position works a maximum of 15 hours per week.

Physical requirements

Duties require extended periods of driving, standing, walking, sitting, and talking or hearing. Duties require periods of climbing or balancing, pulling/pushing items, lifting/carrying items, reaching with hands and arms, stooping, kneeling, crouching, or crawling. Weights up to 50 pounds are encountered. Vision requirements include close vision and ability to adjust focus. Must be able to read and follow verbal instructions. The noise level is usually moderate.

Direct reports

No direct reports

Approved By:	<i>Pope County Library Board</i>
Date approved:	10.15.2025
Reviewed &/or Revised:	10.15.2025