

Jurisdictional Class: Non-Competitive
Adopted: October 12, 1979
Revised: August 20, 2010

VAN DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Clinton-Essex-Franklin Library System and involves responsibility to operate a van or station wagon in the transportation of books and films to member libraries or vendors. The driving duties involve deliveries in the three-county area. The work is performed under supervision of a professional Librarian with leeway allowed for the exercise of independent judgment in carrying out the details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a van or station wagon in all sorts of weather transporting books, films, and other library materials to member public libraries, reading centers, schools, vendors, etc.;

May also oversee the maintenance and repair of the van and/or station wagon to insure they operate efficiently and effectively;

May occasionally substitute as the driver for the system bookmobile;

Performs clerical duties related to the delivery of library materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of the geography of the three-county area where the member libraries are located;

Ability to safely operate a passenger van and station wagon;

Ability to lift and carry supplies and materials;

Ability to plan and expedite delivery schedules in an efficient manner;

Ability to operate a bookmobile;

Ability to carry out oral and written directions;

Ability to prepare reports and keep accurate records.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and possession of a driver's license for at least one (1) year.

SPECIAL REQUIREMENTS: Possession of an appropriate New York State Driver's License at time of appointment.