

POSITION DESCRIPTION

**PORTAGE COUNTY DISTRICT LIBRARY**

An Equal Opportunity Employer

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Job Title: **OUTREACH SERVICES CLERK/DELIVERY DRIVER - LIBRARY ASSOCIATE II**

Department: Outreach

Pay Scale: 2

Hourly  Salary

Non-Exempt  Exempt

Bargaining Unit  Admin.  Prof.  Exec.

Immediate Supervisor: Outreach Manager

Career Ladder Opportunity:

JOB PURPOSE:

Serves patrons by performing circulation duties and delivering library materials to patrons.

QUALIFICATIONS:

High School Diploma or equivalency and a valid Ohio Drivers License with a good driving record. Basic computer skills, and/or ability to learn such skills. Good driving skills.

Physical Agility: Ability to bend, stoop, reach, and climb. Requires ability to shelve books and to move materials from one location to another.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of library practices and procedures; operation of automated library equipment. Ability to read and write and communicate effectively in written and oral form; deal with problems involving several variables in familiar context; sort items into categories according to established methods; lift and move books and other materials. Ability to follow instructions in written, oral and picture form. Good driving skills.

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Date Prepared: July 13, 2005

Date Approved: August 8, 2005

Revision Date:

PREPARED BY PORTAGE COUNTY DISTRICT LIBRARY

LIBRARY ASSOCIATE II – LIBRARY EXPRESS CLERK  
PORTAGE COUNTY DISTRICT LIBRARY

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% Of Time **ILLUSTRATIVE DUTIES:** (The duties listed below are intended to depict tasks performed by this classification).

**20% CIRCULATION DUTIES**

- \*Checks library materials in/out to patrons on automated system;
  - \*Places holds and renews library materials for patrons.
  - \*Prepares reports as assigned.
- Shelves library materials and reads shelves as requested.  
Performs general maintenance of library materials.

**75% DELIVERY DUTIES**

- \*Performs daily delivery and pick-up of requested library materials for Outreach Services including Library Express.
- \*Maintains delivery van by washing exterior and keeping interior neat and clean.
- \*Refuels vehicle.
- \*Oversees vehicle tune-ups, oil needs and other necessary repairs.

**5% MISCELLANEOUS AND SPECIAL ASSIGNMENTS**

- \*Participates in promotion of Outreach Services to the public.
- Attends staff meetings, workshops, in-service training, and serves on committees, as requested;  
Performs additional duties as assigned.

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Duties and percentage of time spent on each duty may vary depending on staffing allocation.

Staffing allocation throughout the Portage County District Library system may require assignments in other departments or branches.

\*Denotes essential function of the job.

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Employee Signature

Date