

ADAMS COUNTY PUBLIC LIBRARY

SECTION 2.880 – SHUTTLE DRIVER (adopted 6/9/2021)

A Shuttle Driver is responsible for making deliveries and pick-ups at all agencies of the library and outside organizations when required, in addition to being responsible for periodic light maintenance at all locations.

Knowledge Base and Experience:

- High School Diploma or G.E.D. equivalency.
- Valid driver's license with an excellent driving record.
- Must be able to climb ladders, lift and carry bins weighing up to 60 pounds.
- Intermediate knowledge of facility maintenance, troubleshooting, and repairs preferred.
- Excellent communication and customer service skills.
- Basic computer skills, including email.
- Must be able to work evenings and weekends during emergency events.

Responsibilities and Duties:

Supervision exercised: None

Supervision received: Public Service Team Leader or Executive Director

Classification: Hourly, nonexempt

Schedule of hours: As assigned and may include evening and weekend hours

The above statements are intended to describe the general nature and level of work that is to be performed by personnel classified as a shuttle driver. The statements are not intended to be an exhaustive list of all responsibilities and duties that might be required of persons assigned to this position.