



## JOB ANNOUNCEMENT

### COURIER

MEDFORD LOCATION

FULL-TIME/40 HOURS

TUESDAY - SATURDAY 5:30AM - 2:00PM

\$16.60 TO \$20.79 PER HOUR

CLOSES DECEMBER 7, 2021 – OPEN UNTIL FILLED

### ABOUT JCLS

With more than 200 days of sunshine each year, Jackson County, Oregon is located midway between Portland and San Francisco. The region boasts beautiful valleys and mountain lakes, wineries, wild rivers, easy access to the Redwoods and coast, and cultural entertainment to rival big cities.



Jackson County Library Services (JCLS) serves the 220,000 residents of Jackson County with 15 branch libraries. The mission of the Jackson County Library District is to connect everyone to information, ideas, and each other. We provide a wide range of children’s, teen, and adult physical and electronic resources and collections as well as outreach services, including booktalks for elementary and middle school students, services for homebound patrons, and outreach to childcare centers. Our ever-changing [calendar of programs](#) and events is diverse, including musical performances, lectures, art exhibits, classes, book groups, storytimes, and more.

### THE POSITION

The Courier picks up, delivers, and routes all types of library materials and correspondence to and from the 15 branches in Jackson County and other locations as assigned. The Courier will have a professional appearance, a friendly manner, and an ability to communicate clearly with staff at all levels. The Courier must be dependable and complete their route in a timely manner.

### DUTIES AND RESPONSIBILITIES

- Drive a company owned vehicle in order to transport books and other library materials, interoffice correspondence, furniture and equipment to and from libraries within the JCLS service area.
- Work with library staff on routine courier functions.
- Provide functional assistance to Technical Service staff by unboxing materials, checking items into circulation, handling packaging and shipping of ILLs, as well as other tasks as needed.

**Applegate   Ashland   Butte Falls   Central Point   Eagle Point   Gold Hill   Jacksonville   Medford  
Phoenix   Prospect   Rogue River   Ruch   Shady Cove   Talent   White City**

- Maintain harmonious, courteous, and understanding relationships, while fostering a collaborative teamwork environment.
- Assist in the sorting and routing of books and other library materials.
- Load and unload the courier van.
- Report promptly any malfunctions with the company vehicle.
- Schedule and deliver the van for regular maintenance.
- Maintain the exterior and interior of the company owned vans so they are clean and professional looking.
- Fuel company vehicles.
- Drive safely and follows traffic laws and city safety policies.
- Provide excellent customer service.
- Attend workshops and training to remain aware of current trends, advancement, best practices in safe driving and safety procedures
- Regular attendance.
- Performs other duties as assigned.

## KNOWLEDGE, SKILLS AND ABILITIES

- Valid driver's license and a clean driving record.
- Knowledge of the geographic area with a keen sense of direction.
- Excellent verbal and written communication skills.
- Previous on-the-job driving/courier experience a plus.
- Attention to detail, task oriented, and able to work independently.
- Excellent time-management skills.
- Ability to stay organized and efficiently get items from point a to z.
- Customer service experience or experience working with the public.
- Ability to work a flexible schedule including nights and weekends.
- Knowledge of basic safety principles and techniques.
- Ability to operate a vehicle safely and efficiently.
- Actively supports and respects diversity in the workplace.

## QUALIFICATIONS

### MINIMUM QUALIFICATIONS

- High School Diploma or GED.

### DESIRED QUALIFICATIONS

- Experience in warehouse/delivery/courier service.
- Experience in a library setting.

### SPECIAL REQUIREMENTS/LICENSES

- Criminal background check required.
- Valid Driver's License.
- Excellent driving record with the ability to be added to the organizations insurance policy.

*JCLS is committed to the health of our local and global community. All employees are required to comply with the District's COVID-19 Vaccination Policy. Please visit [jcls.org](http://jcls.org) for additional information about JCLS's plans for safety and success, as well as options for compliance with the vaccination program. This policy is effective November 1, 2021.*

## WORKING CONDITIONS

- While performing the duties of this position, the employee is continuously required to communicate by talking and listening, use of fingers and hands, repetitive motion and sitting. Frequently required to stand, walk, reach, carry, sit and feel. Often bend, stoop, and grasp to feel, kneel or crawl. The position requires mobility, including the ability to move materials weighing up to 25 pounds on a regular basis such as files, books, boxes, office equipment, etc., may infrequently require moving materials weighing up to 50 pounds.
  - Travel to other district locations and/or to workshops/professional meetings/conferences.
  - This level has a work environment that is often out in the elements, and may experience a multitude of weather conditions including extreme cold and heat. Job conditions are stable, usually well managed, and comfortable. Conditions may consist of the following:
    - Reading for comprehension and direction (policies & procedures, travel directions)
    - Speaking to share, respond and maintain relationships or to convey instructions and/or direction
    - Considerable cognitive process to make effective decisions for non-routine work
    - High level of social contact
    - Frequent driving
    - Operating a vehicle through city traffic
    - Primarily physical work on a continual basis
    - Deadlines and changing priorities with multiple demands on time
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## **SALARY**

This position is placed at range F on the JCLS salary schedule, and has a starting salary range of \$16.60 to \$17.63 per hour. The full salary range is \$16.60 to \$20.79. Placement on the salary schedule is based upon education and experience.

## **BENEFITS**

JCLS offers a competitive benefits package including 401(a), medical, dental and vision coverage to employees and qualified dependents. In addition, JCLS provides vacation, sick leave and paid holidays.

## **SELECTION PROCESS**

After the preliminary screening, selected candidates will be invited for an initial interview. Videoconference interviews (in lieu of an in-person initial interview) will be offered. Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview.

JCLS reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool or if funding is not available.

## **CONDITIONS OF EMPLOYMENT**

Employees must satisfy all of the pre-employment requirements prior to appointment that include, but are not limited to; verification of their legal right to work in the United States, and a background check.

## **ACCOMMODATIONS**

Applicants requiring reasonable accommodations in completing the application or the interview process must notify the Human Resources Department in advance.

## **EQUAL OPPORTUNITY EMPLOYER**

JCLS provides equal employment opportunities to all employees and applicants for employment, and prohibits discrimination and harassment, of any type, without regard to race, color, religion, age, sex, national origin, marital

status, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.

The organization employs affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment, and the work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, compensation, promotion, transfer, layoff, termination, training, and conflict resolution.

## APPLICATION PROCESS

In order to be considered for this position, applicants must submit a **JCLS Application, Cover Letter and Resume**. The JCLS Application can be found at <https://jcls.org/about/job-opportunities/>. These items must be turned in to the Human Resources Department no later than **December 7, 2021 at Midnight PST**.

Materials can be submitted by emailing to [hr@jcls.org](mailto:hr@jcls.org). Only candidates with complete materials and who meet the minimum qualifications of the position will be considered.