



**The County of Chester
is an Equal Opportunity Employer
and Complies with the
American with Disabilities Act (ADA)**

**CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH**



Requisition# 00111
Title FT Temporary Van Driver
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

The Chester County Library is looking for a Temporary Van Delivery Driver who will be responsible for safely operating a delivery van and transferring library materials among the 18 member libraries in the Chester County Library System.

Duties:

- Deliver, pick-up and sort materials for upcoming deliveries, as scheduled.
- Pack items to be delivered each morning, load the van, and check with the office for any special items that are to be delivered.
- Unloading materials at the Chester County Library in Exton and deliver materials and other items to internal library departments.
- Organize materials for next day's deliveries.
- Perform other duties, tasks and special projects, as required.

This position requires physical abilities for stooping, reaching within a confined area, and climbing stairs. The person in this position will be handling, lifting and moving bags and boxes of library materials averaging 75-100 lbs. This position requires the ability to interact with staff and the public with courtesy and tact.

A valid driver's license is required.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

Position Type: Temporary Full-Time / Non-Exempt

Salary Information: \$15.00 per hour

Shift: 7:30 a.m. - 3:30 p.m.

Weekly Hours: 40

Deadline: Applications will be accepted until position is filled.

Original posting date: June 28, 2019

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698