

Jefferson County Library Cooperative
2100 Park Place
Birmingham, AL 35203

Job Title: Library Courier/Sorter (Part-time)

Jefferson County Library Cooperative (JCLC) is seeking a Library Courier/Sorter to support the distribution of library materials throughout Jefferson County. This position operates library vehicles, transports materials between member libraries, and assists with sorting, routing, loading, and unloading library materials.

The ideal candidate has a strong commitment to customer service, safe driving practices, reliability, and attention to detail.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Reports to the Delivery Services Coordinator.
- Primary functions are performed at the Central Library of the Birmingham Public Library.
- Safely operates JCLC vehicles to transport library materials and supplies between library locations.
- Loads, unloads, sorts, and routes library materials efficiently and accurately.
- Plans and follows delivery routes using maps, GPS, and routing information.
- Immediately reports accidents, vehicle issues, delays, or other situations affecting delivery operations.
- Maintains safe vehicle operation by following all traffic laws and practicing defensive driving techniques.
- Performs routine vehicle inspections and reports maintenance concerns.
- Helps maintain accurate vehicle logs and service records.
- Assists with sorting operations and other delivery services functions as assigned.
- Performs other related work as required.

REQUIRED QUALIFICATIONS

- High school diploma or GED.
- Ability to read, write, and communicate effectively in English.
- At least six (6) months of experience operating a motor vehicle.
- Valid Alabama driver's license.
- Driving record that meets the eligibility requirements of JCLC's insurance carrier and vehicle use policies.
- Must maintain eligibility to operate JCLC vehicles.
- Successful completion of a background check and Motor Vehicle Record (MVR) review.

PREFERRED QUALIFICATIONS

- Experience in delivery, courier, warehouse, or transportation operations.
- Experience driving cargo vans or similar commercial vehicles.
- Experience working in a library or other customer-service environment.

WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

Work is performed in both library and vehicle environments and requires frequent movement of library materials. Physical requirements include the ability to stand for extended periods; read printed and electronic information; use computers and other workplace technology; stoop, bend, twist, reach, and move library materials; safely lift and carry materials weighing up to 50 pounds; and push carts, bins, and book trucks loaded with library materials weighing up to 100 pounds.

BENEFITS

40 hours biweekly. Grade 16 Step 1 (\$17.85 per hour). All positions may include morning, afternoon, evening and weekend hours, including Sundays. Employees may be required to adapt to future schedule and location changes depending on library needs.

HOW TO APPLY

Applicants should submit the following materials for consideration:

- A completed application (available through the Jefferson County Library Cooperative website or Administrative Office)
- A current résumé
- Contact information for three professional references

Application materials should be submitted electronically to the Jefferson County Library Cooperative Administrative Office or delivered in person during regular business hours. Incomplete applications may not be considered.

Qualified applicants may be contacted for an interview.

DISCLAIMERS

Jefferson County Library Cooperative participates in the E-Verify program as required by Alabama law. All newly hired employees must have their employment eligibility verified through the federal E-Verify system. Applicants should be prepared to provide documentation required for completion of the Form I-9 and E-Verify process.

Jefferson County Library Cooperative provides reasonable accommodations to qualified individuals with disabilities as required by law. If you need assistance or accommodation during the application or hiring process, please contact the Administrative Office.

This job description outlines the primary duties and responsibilities of the position but is not intended to be all-inclusive. The library may modify or assign additional duties as needed to meet operational demands. The library reserves the right to revise job responsibilities to better align with evolving services, technologies, and community needs.

Jefferson County Library Cooperative is an equal opportunity employer.