



### Position Description

**Position Title:** Delivery Coordinator

**FLSA:** Non-exempt

**Location:** Edwardsville/ Carbondale

**Employee Type:** Full-time

**Pay Type:** Hourly

**Fiscal Classification:** Support Services

**Salary Grade:**

#### Summary:

The Delivery Coordinator is responsible for the day to day operations within the delivery department. The position works closely with the Area Manager to ensure daily operations are efficient and effective.

#### Essential Duties & Responsibilities:

- Plan work assignments and equipment allocations to meet transportation and operations goals.
- Analyze workflow and recommends process changes
- Report delays, accidents, or other traffic/transportation situations to IHLS, RAILS (Reaching Across Illinois Library System) and CARLI (Consortium of Academic and Research Libraries of Illinois)
- Oversee the maintenance and repair of machinery, equipment, and electrical and mechanical systems
- Oversee the production of the Sorting team
- Acts as a liaison for Sorting team members and Courier drivers
- Train new team members
- Monitor daily and monthly statistics
- Communicate daily progress to Area Manager
- Assist in the sort and routing of books and other library materials.
- Performing some automated circulation tasks such as the charge and discharge of library materials.
- Enforce safety rules and regulations
- Monitor the facility to ensure that it remains safe, secure, and well-maintained
- Place notices, memoranda, and other miscellaneous papers in the appropriate library's delivery container
- Shelve IHLS books.
- Assist in the repackaging of materials for distribution to member libraries.

## Delivery Coordinator (continued)

- Ensure all delivery tubs and bags (containers) are accurately prepared for use by courier drivers.
- Setting up routes for loading
- Assist in the periodic re-arrangement of the delivery area.
- Perform copying, collating, binding, laminating or other services that may require the use of production equipment.
- Work with IHLS staff on special projects.
- Develop constructive and cooperative working relationships with IHLS staff.
- Use professional communication.

**Supervised by:** Area Manager

**Supervises:** Sorters (10+) Couriers (5+)

### **Licenses or Certifications Required:**

None

### **Knowledge, Skills and Abilities**

- Self-motivated leader
- Attention to detail
- Ability to read and recognize library names and codes
- Ability to sort books and library materials based on established location codes.
- Ability to frequently lift tubs of books and other library materials.
- Good working knowledge of personal computer usage including use of the Internet and Microsoft Word.
- Ability to use Excel is helpful.
- Ability to work in an organization that embraces customer service.
- Ability to organize time and work independently.
- Ability to establish and maintain effective working relationships with IHLS staff.
- Display professional business attitude with a pleasant demeanor while working in a customer service oriented organization.

### **Education and Experience:**

- High School graduate or GED
- Experience working in a library environment is a plus
- Supervisory experience is a plus

### **Working Conditions:**

Work is primarily inside the building in a distribution center environmental. May also be required to drive and deliver library materials in all types of weather.

### **Telecommuting:**

Delivery Coordinator (continued)

This position does not allow for telecommuting.

**Physical Requirements:**

This position requires repetitive use of arms and legs and moving the whole body, such as standing, climbing, lifting, balancing, walking, stooping, reaching, pushing, grasping, hearing and talking.

Requires the ability to exert up to 40 pounds of force occasionally to lift, carry, push, pull or otherwise move objects, including but not limited to books and other library materials.

Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus as well as clarity of vision at 20 or more feet for the purposes of driving and writing information.

Ability to effectively use a computer.

This job description is not intended to imply that the duties identified above are the only duties to be performed by the employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

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**Employee (Print Name)**

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**Employee Signature**

\_\_\_\_\_  
**Date**

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**Supervisor (Print Name)**

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**Supervisor Signature**

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**Date**

**Approved**