



## JOB POSTING #07-24

**Title:** Clerk Driver, Part-time

**Location:** Burlington County Library, Westampton

**Salary:** \$22.07 hourly

**Open:** 01/30/2024 – until filled

### ABOUT BCLS

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The Burlington County Library System (BCLS) consists of 15 locations and both a Mobile Library and a Mobile Learning Lab that travel to dozens of community touchpoints throughout the largest county in the state. In addition, a Library by Mail service expands our reach in new and unique ways. We are an organization committed to staff growth and continuing education to help our team keep up with the ever-changing library field. Our Inclusion, Diversity, Equity and Accessibility (IDEA) committee works continually toward inclusion goals and new and evolving work group projects ensure there are system-wide opportunities for employees to tackle large initiatives. Other highlights include a StoryWalk® on our adjacent County Parks grounds, a 250-seat auditorium hosting concerts, performers and events for all ages and an annual Book Festival celebrating all things reading! Flip through our [2022 Annual Report](#) for more about our recent initiatives!

### DESCRIPTION

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The Burlington County Library System is looking for a self-motivated and organized individual to join its delivery team. BCLS coordinates and delivers library material between its central administrative location in Westampton and 14 libraries distributed across the county, including Rowan College at Burlington County (RCBC) Library, Monday – Friday. Some examples of duties include but are not limited to:

- Deliver materials to affiliated libraries.
- Load, unload, and sort library materials.
- Track vehicle maintenance and record-keeping in coordination with Fleet Manager.
- Check-in and route library materials in catalog.
- Assist with receiving room tasks such as unpacking boxes and delivery items.
- Set up meeting rooms and transport other library items on an as-needed basis.
- Perform other duties as assigned,

### REQUIREMENTS

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- Valid New Jersey driver's license.
- Successfully pass the driver's safety course.
- Basic computer knowledge.
- Ability to work independently and in a team setting.
- Ability to perform extensive alphabetizing beyond the first letter of a word.
- Ability to communicate clearly, concisely, and courteously.
- Ability to push, pull, lift, and carry 40 lbs. or less on a sporadic basis with or without accommodation.

### SCHEDULE

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24 hours per week. Monday–Thursday 8:30am-1:30pm and Friday 8:30am-12:30pm.

Submit a cover letter and resume to [jobs@bcls.lib.nj.us](mailto:jobs@bcls.lib.nj.us) with **Job #07-24** in the subject line.

*The mission of the Burlington County Library System is to enrich lives by providing opportunities for learning, growth, and personal development.*