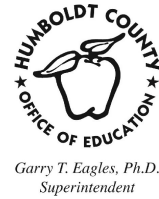


HUMBOLDT COUNTY OFFICE OF EDUCATION
DELIVERY DRIVER



Garry T. Eagles, Ph.D.
Superintendent

JOB SUMMARY

Under general and direct supervision, to pick up, sort and deliver instructional materials, supplies, and mail to various sites throughout the county; serves as a positive representative of the Humboldt County Office of Education to contracting schools and the public.

EXAMPLES OF DUTIES

Pick up and deliver *resources*, supplies and mail according to a weekly schedule; use pull-list and labels to pull media for next day delivery; organize items to deliver by location; sort and distribute returned items and mail; report on daily courier run to Intermediate Clerk and/or Program Manager; check in and shelve materials; assist in organizing and maintaining shipping room; maintain van in clean condition and report needed repairs to Transportation; assist other HERC staff as requested.

HERC employees must be available to work varied hours and days, Monday through Saturday, depending on department needs.

EMPLOYMENT STANDARDS

Education and Experience

Graduation from high school or equivalent; experience in delivering valuable materials according to schedules desirable; possess and maintain a valid California Driver's license; experience driving an extended van desirable; safe driving record.

Ability to:

- Work under general and direct supervision;
- Learn the general geographic composition of assigned area;
- Follow written directions and read maps to locate delivery sites;
- Pay close attention to accuracy and detail;
- Drive, load and unload a van safely;
- Communicate with HERC regarding any problems or questions while on route;
- Adapt to changing priorities and work demands;
- Establish and maintain positive, collaborative and cooperative working relationships with both staff and patrons, including communicating consistently with tact and courtesy from a customer service orientation;
- Maintain confidentiality of work-related information;
- Represent the Humboldt County Office of Education in a positive manner at contracting sites and to the public;
- Lift and move materials weighing up to 50 pounds.

Range 26

Personnel Commission Approved : January 17, 2006