

**TIPPECANOE COUNTY PUBLIC LIBRARY  
JOB POSTING**

**Courier, Part-time:** The library seeks a driver responsible for the transporting of materials between library branches, picking up materials from drop boxes throughout the county, and transporting interoffice items. This job is performed daily shared between two couriers. Must be available to meet the work schedule of mornings, every other weekend, and holidays.

**Compensation**

Starting hourly rate: \$15.05 - \$16.25/hour dependent on experience; Standard hours per week: 9-13

**Requirements:**

Must be trustworthy and dependable

High school diploma or equivalent

Background check and valid driver's license with good driving record

**Apply to this job:**

Submit a [TCPL application](#), resume, three references and a letter of interest to Human Resources Coordinator, TCPL, 627 South Street, Lafayette, IN 47901 or by email at [hrc@tcpl.lib.in.us](mailto:hrc@tcpl.lib.in.us).

Employment [application](#) and Job description located at the library website at:

<https://tcpl.lib.in.us/library-careers/>.

TCPL is committed to equal employment opportunities. Applications are sought from all qualified people, without regard to race, religion, color, sex, sexual orientation, disability, Veteran status, national origin, or ancestry.

**JOB OBJECTIVE:**

Transport materials between library buildings and between buildings and remote book drops.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Daily pick up of materials from book drops

Transport materials between library facilities

Collect and transport mail

Works mornings and weekends

Deal with disturbances and problem users

Understand the necessity of, and maintain, confidentiality of library use

Work cooperatively with all library departments and personnel

Know and apply library policies

Other duties as assigned and/or required

**QUALIFICATIONS:**

**Education:**

High School diploma or equivalent

**Previous experience:**

None required

**Skills:**

Must be able to:

- drive panel van
- function unsupervised
- carry crates weighing 70 pounds
- follow instructions

**License/certification:**

Valid Indiana drivers license and good driving record

Must be bondable

**ENVIRONMENTAL CONDITIONS:**

Must be able to:

- Lift and carry 70 pounds
- Maneuver a book cart empty or full, weighing as much as 200 pounds
- Work in areas with fluctuating temperatures caused by doors opening and closing with people entering and leaving the building
- work in a dry, dusty environment